



Job Description School Business and Operations Manager

Post - School Business and Operations Manager

Tenure -Term Time + 5 TED days and 5 non term time days

Grade - SO1

Salary range

Hours - 37 hours per week

Job Purpose - Will play a role as a link to the Leadership Team and will report to the Headteacher and the Governing Body. Key responsibilities will be for the financial management of the school, the development and maintenance of its estate, and the smooth running of every aspect of day-to-day operations of the site.

Main responsibilities and tasks

Strategy and Leadership

1. Be a link to the Leadership Team and advise on matters relating to key responsibility areas
2. To act as personal assistant to the Headteacher, providing a confidential secretarial service to both the Head and Governors.
3. Support the Deputy Head, to fulfil the duties of the Data Protection Officer and act appropriately in his absence.
4. Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
5. In the absence of the Headteacher, work alongside the SLT to take delegated responsibility for financial and other decisions.
6. Provide information to Governors; contribute to agendas, prepare papers and present information at meetings and action any agreed follow-up points.
7. Understand the effects and implications of relevant government policies, legislation and directives, and respond through appropriate developments and initiatives and advise the Governing Body accordingly.
8. Line manage the Site Manager and School Office Support Team.
9. Act as a member of the Key Holder team, in case of emergencies or in the absence of the Site Manager.

Finance

1. Work alongside the Headteacher and Governors on the development of a business plan and budget, including a long-term financial strategy for the future development of the school.
2. Alongside the Headteacher, prepare, manage and monitor the school budget in accordance with the Local Authority finance policy and procedures.
3. Prepare monthly Governors' templates and report on the financial state of the school for the Headteacher and Governors.
4. Support school staff in managing curriculum budgets, providing guidance as necessary.
5. Carry out bank reconciliations, salary reconciliations and payment of invoices as soon as practicable, oversee voluntary school funds and donations
6. In conjunction with the Headteacher, use financial management information, including benchmarking information, to identify areas of relative spending, assess trends and advise the Senior Leadership Team and Governors.

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Headteacher: Mrs D M Evans



7. In accordance with financial regulations, oversee the construction of contracts for competitive tender and advise the Senior Leadership Team and Governors of such contracts.
8. Oversee the performance of such contracts to ensure that the school receives the service defined.
9. Obtain the necessary licences and permissions, and ensure their relevance and timeliness in accordance with the financial procedures. Advise the Headteacher and Governors on the appropriate insurances for school.

Management of school premises

1. Oversee the premises development with the Site Manager and Local Authority.
2. Act as a member of the Key Holder Team, in case of emergencies or in the absence of the Site Manager.
3. Lead on the maintenance and development of the premises and support services to ensure the best possible environment for teaching and learning, adhering to best value principles
4. Support the Site Manager in ensuring that the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property are in force and keep up-to-date maintenance plans as a reference.
5. Negotiate and manage contracts, tenders and agreements for support services.
6. In conjunction with the Headteacher/Deputy Head, formulate, monitor and implement the school's health and safety policy and action plan to comply with the requirements of the Health & Safety at Work Act and other legislation.
7. When applicable, ensure lettings are conducted profitably and are compliant with regard to the insurance and security of the site.

Maximising funds

1. Secure funds to which the school is entitled; act as a point of contact with central and other agencies with regard to grant applications, gifts and donations.
2. Manage income through lettings and other activities, when applicable

Human Resources

1. To lead and manage the administrative and site staff of the school, supporting recruitment, appointments, induction, performance review and development to create high performing teams.
2. Support the SLT to oversee and monitor contracts, hours etc of all staff in school and advise accordingly
3. To manage all aspects of staff absence planned and unplanned and ensure that all relevant documentation is completed and that the relevant policies are followed. Monitoring and analysing trends in absence and attendance
4. To ensure the upkeep and maintenance of the central record of staff details making it available at any given time.
5. Provide leadership and guidance for support staff, supporting their professional development.
6. Advise the Headteacher on HR related issues, liaising with the HR Consultancy Team where necessary.

Catering

1. Oversee the management of the catering contract in school.



ICT

1. In conjunction with the Deputy Head ensure the smooth running of the IT infrastructure with the IT Service Provider.
2. Plan the development of the IT systems with the Deputy Head and SLT to ensure all IT projects are delivered on time and within budget.

Other Duties

1. Contribute to the smooth running of events such as Open Evenings, including attendance where required.
2. Promote the agreed vision and aims of the school, and set an example of personal integrity and professionalism.
3. Actively participate in continuous professional development.
4. Undertake such other duties and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
5. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated member of staff.

Job Descriptions are not necessarily comprehensive definitions of the post and staff may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. Job descriptions will be reviewed annually or earlier if necessary and may be subject to modification or amendment after consultation with the individual.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. An Enhanced DBS check will be required for this post.



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