Westfield School
Nurturing Individuality & Progress

JOB DESCRIPTION

Post: School Business Manager

Salary: Bucks Pay Range 9

Contract: 37 hours per week x 41 weeks
(Term time + 5 INSET days + 2 weeks during the holidays)

Responsible to: Headteacher

Responsible for: Assistant School Business Manager (ASBM), Office Manager (OM), Finance Assistant (FA), SEN Administrator, Receptionist, Site Manager

Role summary

To provide the overall strategic and operational leadership, management of the business functions of the school, including financial management, IT, health and safety, premises, human resources, compliance and administration.

To be responsible for the operational and strategic development of all the business functions and play a pivotal role in the development of the school in providing an excellent education for its pupils and place to work for all employees.

A member of the Senior Leadership Team (SLT).

Main Duties and Responsibilities

LEADERSHIP & STRATEGY

- Lead on all financial matters to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals and policies.
- Overall responsibility for line-managing and supporting the office team and Site Manager, including carrying out long-term resource planning and managing recruitment, appraisal and professional development. Direct line management of the ASBM, OM and FA.
- As a member of SLT, attend designated leadership team meetings and attend Governor meetings when required.
- Support the Headteacher and SLT in developing and implementing school-wide changes and allocating resources in line with the school Strategic Plan, implementing policies and procedures where appropriate.
- Make operational and strategic decisions which take into the account the Vision, Values and needs of the school and any wider impact on stakeholders.
- Provide advice and support to the Headteacher and SLT on all aspects of HR practice, ensuring adherence to procedures and policies.
- Overall management of the school's Financial, HR and pupil information systems including managing user access, training, generating reports, and considering future developments.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes.
- Promote the highest standards of business ethos within the administrative function of the school and strategically ensuring the most effective use of resources in supporting the school objectives.

FACILITIES & PREMISES

- Lead on all facilities and premises matters, ensuring the school buildings and grounds are maintained to a high standard of presentation in keeping with the vision and aims of the school.
- Oversee and lead on all premises developments and programmes.
- Oversee the implementation, maintenance and development of all facilities and premise systems, policies and procedures.
- Ensure all maintenance contracts are fit for purpose, meet all service level requirements and deliver overall value for money.
- Lead the facilities and premises development strategy to maximise space, facilities, accessibility, efficiency and security.
- Ensure that all CPD is planned and undertaken by the premise staff, meeting all regulatory requirements for health and safety.
- Ensure the safe maintenance and security operation of the school premises.

HEALTH & SAFETY

- Be responsible for and support the ASBM to manage the school's compliance with health and safety regulations.
- Responsible for ensuring all processes and procedures are implemented and regularly reviewed to ensure the safety of all within the school.
- In conjunction with the ASBM, implement ongoing CPD awareness training for all staff on H&S matters.
- Ensure the communication between the ASBM and Site Manager is robust and comprehensive to manage completion of all required H&S actions and responsibilities.

FINANCIAL MANAGEMENT

- In conjunction with the Headteacher develop and set the schools annual budget and three-year forecast.
- Manage the school's budget and ensure it is balanced, realistic and represents an effective use of public funds, adhering to all financial policies, regulations and the Scheme of Financial Delegation.
- Be responsible for the submission of all budgets as per the agreed deadlines.
- Monitor the budget all year round, working with the Headteacher where revisions or changes are needed and ensuring regular reviews of the budget.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure to enable the headteacher and SLT to make strategic long-term decisions.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed policies and procedures.
- Comply with financial reporting requirements and submit statutory returns.
- Oversee all capital projects, from planning through to execution and delivery, ensuring all tendering, procurement and budget allocations are in line with expectations and policy.
- Manage on sourcing grants and bid applications, working with the ASBM and FA in line with the school's strategic plan and priorities set by the Headteacher.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating contracts and purchases, ensuring value for money.
- Responsible for the management and review of contracts.
- Preparation of reports for the Governors and attendance at meetings as required.
- Ensure the schools equipment register (Asset) register is maintained to enable a funded rolling cycle of major physical assets, working with the Headteacher and SLT.
- Responsible for ensuring that the school donations are recorded, administered efficiently, reviewed and monitored.
- To act as authorised signatory in accordance with the Scheme of Financial Delegation.
- Ensure the preparation of invoices and collection of fees and monies due to the school.
- Responsible and accountable for the procurement credit card (purchasing card).

HR MANAGEMENT

- Responsible for the school's general HR function and the maintenance of staff records.
- Be responsible and support the ASBM in the management of the recruitment process for active vacancies, including short listing, coordinating interview tasks, interview notes and approving offer letters.
- Monitor entries into the single control record, ensuring compliance with safeguarding and local requirements.
- Monitor and review the DBS checking process, ensuring compliance with requirements.

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Responsible for management of contractual changes, ensuring timely processing and the raising of the necessary paperwork.
- Monitor the monthly payroll reporting, ensuring accuracy and resolving any issues.
- Monitor and review with the Headteacher the effectiveness of the school structure in meeting the schools needs, ensuring any changes are factored within the budget.
- To provide advice and support to the Headteacher on HR issues in conjunction with the HR provider.

ADMINISTRATION MANAGEMENT

- Promote the highest standards of business ethos within the administrative function of the school and strategically ensuring the most effective use of resources in supporting the school objectives.
- Manage the school's compliance with statutory obligations for non-teaching related matters eg school census
- Be responsible for and support the ASBM as Data Protection Lead in ensuring data protection and Freedom of information compliance including policies and procedures and the training of staff.
- Lead on Business continuity and resilience plans.
- Responsible for oversight of the SEN administration including EHCP annual reviews, consolation placement requests, admissions and school transport (taxi's), ensuring statutory compliance
- Manage the whole school administrative function, designing and maintaining administrative systems that deliver outcomes based on the schools aims and goals.

IT

- Overall responsibility for ensuring the IT systems are well maintained and designed to meet the needs of the school to enhance teaching and learning and enable all staff to fulfil their roles.
- Ensure the school is protected against any potential cyber-attacks, with a robust and ongoing cyber security review and policy, complete regular phishing simulations and associated outcome training to keep the school systems secure at all times.
- Provide IT support in ensuring issues are resolved in a timely manner.
- Support the Headteacher in the development of the IT strategy to maximise connectivity, accessibility, efficiency and security.
- Support the Headteacher in reviewing and ensuring the school is achieving the Digital and Technology standards in schools.
- Responsible for managing the IT contractor and contract.
- Management of the schools Microsoft office 365 and email.
- Oversight of filtering and monitoring system.

GENERAL

- To undertake errands, when necessary, within the village.
- To assist with various duties as directed by the Headteacher, generally contributing to the smooth running of the school. To carry out other duties from time to time that may be reasonably expected.
- To undertake such training as is required to be able to meet the requirements of the post.

The list of duties in this job description is neither exclusive nor exhaustive. There will be other duties and responsibilities associated with the role and, in addition, as a term of your employment you may be required to undertake various other duties as reasonably requested.

Other responsibilities:

- To follow school policy as documented and/or as directed by the Headteacher.
- To present the school in a positive way in the community.
- To be aware of the sensitive nature of information learned during the course of duties and to maintain confidentiality at all times.
- To follow the school's Equality, Diversity & Inclusion policy.

- To be aware of, and have regard to, the Health and Safety policy of the school. To ensure procedures are followed in the event of an accident or incident.
- To participate in the school's performance management process.

Safe Guarding:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time after consultation with the employee.

Role Holder

Signature:_____ Date:_____

Print Name: _____