



Cotysmore Road, Sutton Coldfield, West Midlands, B75 6BL

Infant Site 0121 464 1918 Junior Site 0121 464 1919

email enquiry@whitehousecommon.bham.sch.uk www.whitehousecommon.bham.sch.uk

Headteacher Mrs F Milward BA Hons PGCE NPQH

## School Business Manager Job Description

### Job Purpose

- The School Business Manager works as part of the Senior Leadership Team (SLT). The post is responsible for overseeing Finance, Administration, IT, HR management, Premises Management and Health & Safety of the school and wrap around care club.
- To support the Headteacher alongside the SLT to ensure the school meets its educational aims and improves standards of learning and achievement in the school.
- To be involved in all aspects of strategic planning, advising on the financial implications and ensuring that the school makes best possible use of resources available at all times
- Operate, maintain and develop the administrative and financial procedures and systems of the school, in co-operation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met.
- Be responsible for the development of supportive and effective team of administrative and ancillary staff including appraisal, training and mentoring systems

### Finance

- Contribute to the Strategic Leadership Team and appropriate Governors' sub-committee meetings.
- Negotiate and influence strategic decision making within the school's Strategic Leadership Team.
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions.
- Plan and manage change in accordance with the School Development Plan.
- Provide accurate annual estimates of expenditure to ensure that the School's financial resources are maximised and the needs identified in the School Improvement Plan are targeted, within the limits of available funds.
- Ensure that expenditure is monitored and controlled in line with the Budget Plan; ensure that accurate financial records are maintained and reported on a regular basis, including attending governors' meetings, with particular reference to variances.
- Supervise the maintenance of all school accounts
- Make day to day decisions within the budget headings and act as the first point of contact on financial procedures.
- Maintain a thorough system of internal financial controls.
- Ensure compliance with the Schools Financial Value Standard (SFVS), other audits, and that appropriate evidence is retained to demonstrate compliance.
- Prepare financial appraisals for particular projects and developments for long term School initiatives.
- Use data analysis, evaluation and reporting systems to maximise efficiency
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Produce, maintain and ensure compliance of relevant policies and make recommendations.





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### Personnel

- Promote the strategic and effective management of all staff, advising the Headteacher and Governors on different pay levels and condition of service.
- Advise the Headteacher and Governors on changes in employment regulations and implications of the changes.
- Provide information and advice on conditions of service for all staff, in consultation, as necessary.
- Ensure compliance with employment law and policies of the Department for Education, Birmingham City Council and the School.
- Manage payroll services for all staff including the management of the pension scheme
- Co-ordinate the administration for all recruitment processes according to employment legislation, safer recruitment guidelines and School policies.
- Responsible for all staff contracts, including issues relating to payroll, and maintenance of staff personnel records.
- Liaise with the Office Team in all appropriate areas relating to personnel

### Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff

### Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule

### General

- To participate fully as a member of the Senior Leadership Team, attending meetings where appropriate, making presentations to staff or governors as needed and attending relevant staff and committee meetings.
- Promote effective teamwork and high standards of professional practice across the administration team.
- Promote, implement and monitor strategies for effective communication throughout the school community.
- To have a responsibility for promoting and safeguarding the welfare of children and young people.
- To ensure all tasks are carried out with due regard to health and safety.





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- Assist the Clerk to the Governors and the Chair of Governors in the efficient discharge of their duties for Governors' meetings.
- Be aware of the confidential nature of the work required.
- Participate in training and other learning activities and performance development as required
- Any other duties commensurate with the grade in order to ensure the smooth running of the school.

***This list of tasks is not exhaustive but should indicate the range of duties and level of responsibilities involved in this post.***

