**School WOOLSTON BROOK SCHOOL**

**Job Title SCHOOL BUSINESS MANAGER**

**Grade GRADE 7 Term Time Only plus 5 INSETS and 5 days in the school holidays**

**Responsible to: Head Teacher**

**Responsible for: All admin staff, Site Manager, Cleaning staff**

**Key Role:** The School Business Manager will work alongside the senior leadership team and contribute to the strategic development of the school and excellent educational outcomes for pupils, through leadership of its support functions.

**Main Contacts:** The main contacts of the job are the Headteacher, the Senior Leadership Team, the Site Manager teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

**Main Purpose of the Job:**

• To play a central role in the leadership and strategic development of the school, through leadership of school support functions; providing direct assistance to the Headteacher, Governors and Senior Leadership Team.

• To support the raising of standards of pupil achievement through the provision and line management of efficient and effective business and support services.

• To provide strategic vision and leadership in all aspects of finance, HR, premises and health and safety.

* To maximise revenue raising opportunities through exploring external funding streams, bidding for grants, and promoting the outreach work of the school

• To take responsibility for the leadership, management and development of Non- classroom based support staff ensuring they understand their key roles in supporting the primary purpose of the school to raise pupil achievement and provide an excellent educational experience for all students.

• To ensure adherence to and implementation of all legal and safety requirements with regard to people, property and resources.

**Responsibilities:**

**A. General**

• To fully participate as a member of the school’s Senior Leadership Team and act as a trusted advisor to the Headteacher, Senior Leadership Team and Governing Body on matters related to Finance, Premises, HR and Health & Safety

• To contribute to the School Improvement Plan

• To develop and lead a highly motivated team of support staff and deliver highly effective support services across the school ensuring alignment with the overall strategy and priorities of the school.

• To prepare appropriate materials for meetings of the Governing Body and its relevant committees within the scope of the job purpose

• To attend relevant Governing Body meetings and school events as appropriate and required.

• To develop, implement and maintain appropriate policies for Finance, Premises, HR and Health & Safety

• To line manage staff as appropriate and carry out appraisals

• To be the school’s main point of contact during school holidays. (The Facilities Manager remains responsible for school security at these times)

• To carry out any other duties reasonably required by the Headteacher.

**B. Finance**

• To develop, plan and implement the school’s strategic business and financial plan in compliance with all financial, legal and auditing requirements.

• To produce and monitor the annual budget and three year forecasts, through liaison with the LA Finance team

• To ensure the school has appropriate and accurate financial systems, processes and records

• To advise the Headteacher, SLT and Governing Body on financial matters

• To ensure the completion of all statutory returns

• To develop, implement and monitor procurement and value for money processes

• To develop and implement income generation strategy including bid and grant management, funding, business and sponsorship activity

• To lead the tender process for all service contracts, projects and building

• To ensure effective investment and strategic management of funds

• To handle insurance claims

**C. Personnel/HR**

• To oversee the provision of professional Human Resources support services to all school staff and leaders

• To provide the Headteacher, SLT and Governing Body with professional and legally sound advice, guidance and support on all HR related issues including but not exclusive to payroll, expenses, salaries, maternity/paternity procedures, absence management, performance management, equal pay, redundancy, TUPE, disciplinary, discrimination and implementation of all HR policies and processes.

• To manage the work and impact of non- classroom based Support Staff

• To represent the of non- classroom based Support Staff at a senior level

• To take a lead on the recruitment of support staff not directly working in the classroom or pastoral capacity

* To be responsible for supporting recruitment processes - including safeguarding and liaison with HR .
* Maintain confidential staff records

• To manage the payroll services, ensuring all staff salaries are accurate and remunerated on time.

• To ensure salary and expense claim forms are authorised on a monthly basis.

• To review support staff structure on a regular basis (2-3 year cycle).

• To have oversight of Census and School Workforce Return

• To be responsible for the appropriate service contracts for HR Services

• To lead the appraisal of relevant staff

**D. Facilities**

• To ensure the effective provision and maintenance of all school facilities

• To develop, implement and monitor a 5 year rolling plan for the maintenance and refurbishment of the fabric of the school

• To work with the Headteacher on the development of capital projects

• To ensure contracted services are managed effectively

• To ensure the school’s security in particular access to site, keys and locks, intruder alarm system and oversee the Site Manager in the role of maintaining security

• To carry out the role of School Health & Safety Officer, responsible to the Headteacher for all Health & Safety matters including First Aid provision

• To ensure the school provides a healthy catering service conforming to statutory requirements

• To ensure the maintenance and upkeep of outside areas

• To oversee the supply of utilities into the school

• To have overall responsibility for a high standard of cleaning, maintenance, security, grounds maintenance and development of buildings across the school, both internally and externally

**E. Health & safety**

• To ensure the formulation, monitoring, implementation and review of the school’s Health & Safety, and Management of visitors into the building Policies

• To advise staff on health and safety matters as appropriate

• To report to Governors on health and safety matters

• To oversee emergency procedures and ensure up to date emergency plan is always in place

• To ensure the school is compliant with all fire risk and precaution measures

**F. Marketing, Social Media and Brand Strategy**

• To maximise the brand and reputation of Woolston Brook School by developing and overseeing the school’s marketing, social media and brand strategy

• To take a lead in establishing strong and effective links with local businesses and schools as well as the wider community

• To build strong and effective partnerships with Business Managers of other Warrington Schools and Colleges

• To support the development of a programme of activities designed to engage and inspire prospective pupils and parents in order to drive up and sustain high levels of interest in Woolston Brook School

• To oversee the development of creative and professional marketing and promotional publications for all stakeholder groups including open day advertisements and material, prospectus, photos, newsletters, online materials and media releases

**G. Other**

• To provide daily oversight to ensure effective administration functions throughout the school

• To oversee the management of the school’s ICT infrastructure

• To be responsible for the school’s Management Information Systems (Schoolpod /SIMS), and all staff user accounts

• To oversee and ensure full GDPR compliance by all users of the school’s network.

• To remain up-to-date with all regulatory requirements and to ensure that the school’s policies and procedures are fully compliant with all legislation

• To organise school Governor administrative support (not provided by Governor Services).

* To be committed to continuous professional development

• Any other duties as directed by the Headteacher commensurate with the responsibility and salary grade.

This Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.