



Job Description

Job Title: Strategic School Business Manger

Job Level/scale: Grade 14 (circa £40,000 - £43,000)

Responsible to: Headteacher

Job Purpose:

- The Strategic School Business Manager works as part of the Senior Leadership Team (SLT), to assist the Headteacher in his/her duty to ensure that the school meets its educational aims.
- The Strategic School Business Manager is responsible for providing professional leadership and management of administrative staff in partnership with class-based practitioners, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- The Strategic School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The Strategic School Business Manager is responsible for the Financial Resource Management, Administration, Management, Management Information and ICT, Human Resource Management, Facility & Property Management, Health & Safety Management of the School.

Job Responsibility:

Responsibility for:	To include:
1. Financial and Resource Management	<ul style="list-style-type: none">• Evaluate information and consult with SLT and Governors to prepare a realistic and balanced budget for school activity• Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process• Discuss, negotiate, and agree the final budget• Use the agreed budget to actively monitor and control performance to achieve value for money• Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action

	<ul style="list-style-type: none"> • Propose revisions to the budget, if necessary, in response to significant or unforeseen developments • Provide ongoing budgetary information to relevant people • Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered • Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets • Identify additional finance required to fund the school's proposed activities • Maximise income through successful charity bids • Present timely and fully costed proposals, recommendations, or bids • Review and put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules • Monitor the effectiveness and implementation of agreements • Support New Fosseway financial policy development • Prepare monthly finance reports for Governors
2. Leadership and Strategy	<ul style="list-style-type: none"> • Attend SLT, full Governing Body and appropriate Governors' sub-committee meetings • Negotiate and influence strategic decision making within the school's Senior 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/strategic plan. • To lead and manage all school admin staff
3. Facilities & Property Management (PFI)	<ul style="list-style-type: none"> • To be responsible for PFI contract maintenance, compliance, and delivery across the whole site. • To build a close working relationship with all members of the PFI team and work with them to: <ul style="list-style-type: none"> ▪ Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations ▪ Ensure the safe maintenance and security operation of all school premises ▪ Manage the maintenance of the school site including the purchase and repair of all furniture and fittings ▪ Ensure the continuing availability of utilities, site services and equipment ▪ Follow sound practices in estate management and grounds maintenance ▪ Ensure ancillary services e.g., catering, cleaning, etc., are monitored and managed effectively

	<ul style="list-style-type: none"> ▪ Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided • Monitor, assess and review contractual obligations for outsourced school services • Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements. • Manage the RPA scheme and where necessary seek professional advice on insurance and advise the Headteacher and Governors on appropriate insurances for the school and implement and manage such schemes accordingly.
4. Administration and Management	<ul style="list-style-type: none"> • Manage the whole school administrative function and lead all administrative staff. • Design and maintain administrative systems that deliver outcomes based on the school's aims and goals • Manage systems and link processes that interact across the school to form complete systems • Define responsibilities, information and support for staff and other stakeholders • Develop process measures that are affordable and that will enable value for money decisions for those managing resources • Establish and use effective methods to review and improve administrative systems • Use data analysis, evaluation, and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication • Benchmark systems and information to assess trends and make appropriate recommendations • Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
5. Health & Safety	<ul style="list-style-type: none"> • Act as the school's Health & Safety Co-ordinator and Fire Officer. • Plan, instigate and maintain records of fire practices and alarm tests. • Ensure the school's written Health and Safety policy statement is clearly communicated and available to all people • Ensure the Health and Safety policy is always implemented, put into practice and, is subject to review and assessment at regular intervals or as situations change • Enable regular consultation with people on health and safety issues and prepare monthly reports for the Headteacher • Ensure systems are in place to enable the identification of hazards and risk assessments

	<ul style="list-style-type: none"> • Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to SLT, Governors, and where appropriate the Health & Safety Executive • Ensure the maximum level of security consistent with the ethos of the school • Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
6. IT	<ul style="list-style-type: none"> • Work with IT Network Manager to consider approaches for existing use and future plans to introduce or discard technology in the school • Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes • Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money • Communicate the strategy and relevant policies, including Data Protection for use of technology across the school • Establish systems to monitor and report on the performance of technology within the school • Ensure resources, support and training are provided to enable work colleagues to make the best use of available IT including teaching, learning and assessment systems • Ensure contingency plans are in place in the case of technology failure • Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
7. Human Resource	<ul style="list-style-type: none"> • Manage the payroll and HR system interface for all school staff • Ensure the school's equality policy is clearly communicated to all staff in school • Manage recruitment, performance management, appraisal, and development for all admin staff • Monitor the relevant legal, regulatory, ethical, and social requirements and the effect they have on your school and staff • Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice • Monitor the way policies and procedures are actioned and provide support where necessary • Work with the school's HR provider in relation to HR issues • Evaluate the school's strategic objectives and obtain information for workforce planning

	<ul style="list-style-type: none"> • Identify the types of skills, knowledge, understanding, and experience required to undertake existing and future planned activities
8. Wider responsibilities	<ul style="list-style-type: none"> • Safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the school's safeguarding procedures and guidelines and to adhere to them at all times. • Be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the school Code of Conduct, Data Protection Policy, Acceptable use of ICT Policy, and any other associated policies and procedures. • Undertake any other appropriate tasks as directed by the Headteacher and undertake training and development as appropriate to the post

Review:

This job description will be reviewed annually in line with school needs. This job description may be amended at any time in consultation with the post holder.