

**Job description: School Business Manager**

**Job details**

Post: School Business Manager 30 hours per week, term time + 3 days during school holidays

Salary: Grade 10, spine points 27-30, £33,820 full time equivalent

(actual pro-rata salary £23,456 per annum)

Contract type: Permanent.

Reporting to: Headteacher

**Main purpose**

* To manage the operation and delivery of administrative and financial services within the school, including the planning, development and monitoring of these services
* To lead on all aspects of Health and Safety across the school site
* To manage school premises and facilities, including co-ordinating and monitoring the work of contractors
* To manage office and premises staff
* To work alongside the school’s Senior Leadership Team to advise on finance, administration and premises issues

**Strategic Leadership**

* Under the direction of the headteacher, lead on all financial matters in school, to ensure the school’s successful financial performance and to ensure financial decisions are clearly linked to the school’s strategic goals
* Under the direction of the headteacher, lead on all matters relating to staffing, premises, compliance, marketing and administration, and health and safety
* Take all decisions in line with the vision and values of the school, and encourage others to do the same
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing

**Finance**

* In partnership with the headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds
* Submit the budget to the governing board, and attend where required Finance, Premises and Personnel Governor sub-committees
* Monitor the budget all year round, advising the headteacher and governing board where revisions or changes are needed
* Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
* Comply with financial reporting requirements and submit statutory returns
* Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
* Develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
* Find and apply for grants
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
* Be responsible for the effective management of financial administration procedures, including responsibility for compliance with local regulations, procedures and Multi Academy Trust requirements
* Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers
* Oversee income generation including lease and letting arrangements
* Oversee insurance arrangements
* Be responsible for daily management of the school financial system
* Process requisitions, place orders, record deliveries and deal with invoices
* Be responsible for the monthly reconciliation of Bank Statements
* Manage service contracts
* Manage school licences, subscriptions and insurances
* As Health and Safety Officer, be responsible for the management of Health and Safety across the school site

**Staffing and Personnel**

* Be responsible for payroll for all staff
* Be responsible for general personnel matters e.g. safeguarding and recruitment checks, recruitment campaigns, in accordance with employment law
* Process expenses, overtime, sickness and maternity procedures, redundancy and other matters of dismissal
* Maintain confidential staff records
* Ensure effective line management, performance management and professional development for all admin staff
* Be responsible for an up-to-date and efficient data base of all personnel details
* Advise on HR issues within school and liaise with the external HR provider
* Ensure completion and return of staff absence forms
* Prepare all documents relating to staff employment
* Line manage support staff, including office staff, site and premises staff and centrally-contracted cleaners
* Represent staff at relevant meetings as appropriate
* Undertake recruitment, induction, appraisal, training and mentoring of other staff alongside the Headteacher

**Administration**

* Advise and help staff in all matters relating to non-teaching, school issues
* Deal with all insurance claims, including staff absence Insurance
* Deal with visitors and telephone calls at main reception, when required

**Facilities**

* Be responsible for the supervision of the site and the maintenance and security of the buildings (including ICT)
* Co-ordinate all cleaning, decorating and building work, in order to ensure the smooth functioning of the school
* Organise and implement, with the Headteacher, an annual programme of maintenance and decoration
* Oversee routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess the need for minor works or repairs, supporting the site manager to maintain records and produce reports as required
* Ensure that the school’s repairs and maintenance work, including contractual arrangements for statutory testing and servicing are achieved efficiently within the annual budgetary allocations
* Monitor and review all relevant contracts (e.g. cleaning, grounds maintenance, window cleaning, fire extinguishers, security, refuse collection, etc.) to ensure that value for money is obtained

**Compliance**

* Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
* Track all non-curriculum school policies and ensure they are updated in accordance with the policy review schedule
* Oversee school data protection compliance

**Health and safety**

* Monitor Health and Safety standards and procedures in liaison with the Headteacher
* Oversee the management of health and safety, risk management, business continuity, and staff wellbeing
* Stay up to date and comply with relevant standards and legislation, including the Control of Substances Hazardous to Health (COSHH) Regulations
* With the headteacher and caretaker, 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
* Perform regular security checks and similar risk assessments
* Organise health and safety training for staff

Continuing professional development

* In conjunction with the head teacher, participate in performance management and improve practice through appropriate professional development and relevant training and development opportunities.

Please not that this is illustrative of the general nature and level of responsibility of the work to be undertaken. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied, subject to the needs of the school and in keeping with the general profile of the post. This Job Description may be amended at any time following discussion between the Headteacher and member of staff.

**Person Specification**

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| **CRITERIA** | **QUALITIES** |
| **Qualifications and training** | * GCSE or equivalent English and Maths; educated to A-Level or equivalent
* Excellent literacy, numeracy and IT skills
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| **Experience** | * Experience of working in an office environment at a senior or managerial level
* Book-keeping or finance experience
* Knowledge and experience of managing Health and Safety, premises and personnel
* Experience of line managing other staff and ensuring accountability
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| **Knowledge and skills** | * Knowledge of finance, health and safety, premises and personnel issues, preferably in a school environment
* The ability to maintain a welcoming, friendly environment in the school office at all times, even when under pressure
* Understanding of safeguarding policy and practice
* The ability to negotiate and appreciate the views of others whilst ensuring tasks delegated to others are completed to a consistently high standard
* The ability to build relationships with school stakeholders at all levels: Senior Leadership Team, teachers, support staff, office staff, governors, parents and pupils
* Ability to make decisions based on sound evidence and research
* Willingness to take full ownership and accountability over areas of responsibility set out in the Job Description
* Ability to look outwards and work with Business Manager colleagues in different partnership schools and schools within ODST to ensure systems, policies and procedures adopted reflect local and national best practice
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| **Personal qualities** | * Excellent interpersonal, organisational and communication skills
* Highly organised
* Pays rigorous attention to correct procedures, presentation and detail
* Able to maintain strict confidentiality at all times.
* Highly developed interpersonal skills
* Flexible
* Able to use initiative
* Excellent team player
* Ability to work under pressure and meet deadlines
* Willing to contribute to the wider life of the school
* Commitment to promoting the values of the school and getting the best outcomes for all pupils
* Commitment to safeguarding and equality
* Excellent interpersonal, organisational and communication skills
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