



**Job Title:** School Business Manager  
**Work Location:** School Based – with some requested working from home when agreed in advance  
**Salary Grade:** SO1, pt 23 – 25 (£34,434 - £36,363 FTE)  
**1-year Fixed Term Contract**  
**Hours:** 37 hours per week. 52 weeks per year.  
*Would consider part time hours and term time only plus 2 weeks*  
**Reports To:** Head Teacher

**Leads & Manages:** School Office Team, Finance Administration, Site Team and Cleaners, Catering Team.

**Job Purpose:**

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The 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.
4. The 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.

**General Duties**

**Leadership & Strategy**

1. Attend Senior Management/Leadership Team and appropriate Governor committee meetings.
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team.
3. In the absence of the Head Teacher and SSMT, take delegated responsibility for Financial and other decisions.
4. Plan and manage change in accordance with the school development/strategic plan.
5. To lead and manage teams in school – Office, Site, Cleaners and Kitchen.
6. To stay up to date with all policies, regulations and procedures in relation to all roles you are responsible for.

**Financial Resource Management**

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
3. Discuss, negotiate and agree the final budget.

4. Use the agreed budget to actively monitor and control performance to achieve value for money.
5. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
7. Provide ongoing budgetary information to relevant people.
8. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
9. Ensure financial regulations and financial policies are agreed and, local authority policies are adopted annually. Ensure procedures are followed correctly. Making sure separation of duties are maintained.
10. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
11. Identify additional finance required to fund the school's proposed activities.
12. Seek and make use of specialist financial expertise.
13. Manage ancillary income from school meals and after school clubs and work with SSLT to develop appropriate policies that balance the need for income with the needs of parents. .
14. Present timely and fully costed proposals, recommendations or bids.
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
16. Monitor the effectiveness and implementation of agreements.
17. Benchmark systems and information to assess trends and make appropriate recommendations.

#### **Office Management and Administration**

1. Line Manage the Office Manager to ensure whole school administrative function.
2. Define responsibilities, information and support for staff and other stakeholders.
3. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
4. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
5. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

#### **Management Information Systems & ICT**

1. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
2. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school, ensuring value for money.
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
4. Establish systems to monitor and report on the performance of technology within the school.
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
6. Ensure contingency plans are in place in the case of technology failure.
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
8. Ensure GDPR compliance.

#### **Human Resource Management**

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.
2. Ensure SSLT have all relevant staff absence information and records are maintained with payroll and MIS systems.

3. Manage the complete HR processes for new staff. Ensure contracts are raised correctly. New appointments are set up with payroll. All new employee accounts are complete and set up on MIS systems, emails, ID badges and entry systems.
4. Ensure the single central record is maintained and updated with new staff and visitors.
5. Ensure the school's equality policy is clearly communicated to all staff in school.
6. Ensure that all recruitment, appraisal, staff development, grievance, pay, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
7. Manage recruitment, performance management, appraisal and development for all support staff.
8. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
9. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
10. Monitor the way policies and procedures are actioned and provide support where necessary.
11. Seek and make use of specialist expertise in relation to HR issues.
12. Understand the school's strategic objectives and obtain information for workforce planning.
13. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

### **Facility & Property Management**

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site through effective management of the site team
4. Ensure the continuing availability of utilities, site services and equipment.
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
8. Ensure ancillary services e.g. cleaning, etc, are monitored and managed effectively.
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

### **Health & Safety**

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Enable regular consultation with people on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
8. Ensure the maximum level of security consistent with the ethos of the school.
9. 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.

## **Catering**

1. Line manage the kitchen manager to ensure all policies and procedures are in place and meet expected standards.
2. Ensure the kitchen food is produced in line with all regulations.

*Job Descriptions are not exclusive or exhaustive and the nature of the School Business Manager's position entails that the postholder may be required to carry out additional duties as reasonably required.*

This job description will be reviewed annually and may be amended according to changing requirements of the School

***Safeguarding is everyone's responsibility. All staff are required to have an Enhanced DBS certificate.***