



School Business Manager – Job Description

Job Purpose

To provide a full school support service to the Head Teacher and Governors to facilitate the efficient and effective use of school resources in order to support improvements in the standards and achievements in teaching and learning.

Key Responsibilities

Organisational

- Take the lead in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Ensure that staff and resources are deployed in an effective way to deliver an efficient service for pupils, Governors, staff team and ODST
- Line Management responsibilities: e.g. office team, caretaker; including annual reviews and objective setting
- Coordinate and participate in recruitment/induction/appraisal/training/mentoring as required
- Play an active role as a member of the SLT

Resources

- Lead the financial management of the school and provide advice to the headteacher and Local Governing Body on strategic financial decision-making
- Be responsible for the selection and management of resources, including devising 3-year budget plan, management of budget and regular audit of resources
- Manage financial administration procedures
- Ensure that the school meets the Financial Management Standard within the required timescale.
- Be responsible for the management of expenditure within an agreed budget
- Take a lead role in procurement and securing sponsorship/funding at school level and support ODST in organisational procurement activities where required
- Manage 3rd party service contracts- e.g. catering, cleaning- and contractors on site taking appropriate action where needed
- Within the school/ODST financial regulations, manage the contract letting process including drafting service specifications, undertaking tender evaluations and making recommendations to the Head Teacher/SLT, so that the school obtains the most cost effective service in line with its requirements
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, contractors such as catering, cleaning, IT services and liaising with colleagues in the central ODST team (e.g. building surveyor) and locally as required.
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Manage school licences and insurance
- Health & Safety management within the school

Administration

- Take lead role in the development and maintenance of systems for the operational and strategic management of the school and to ensure that all legal and other requirements are met
- Provide detailed analysis and evaluation of data/ and produce reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff
- Provide organisational and complex advisory support to the Local Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- Manage the administration of payroll processes for the school
- Manage the administration of the school's extended services and extra-curricular club provision
- Coordination of absence management procedures within the school

General

- Comply with and assist with the development of procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Act as a role model in ensuring equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required

Please note that this is not intended to be an exhaustive list and the post-holder will be expected to undertake other tasks as necessary that are commensurate with the role

Person Specification

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> Evidence of continued professional development 	<ul style="list-style-type: none"> School Business Manager specific qualification e.g. DSBM, CSBM etc.
Relevant Experience	<ul style="list-style-type: none"> Relevant administrative/financial experience in a school or educational environment Experience of monitoring/managing complex budgets Experience of developing effective administrative systems Experience of leading and developing successful teams 	<ul style="list-style-type: none"> Knowledge of current educational issues Knowledge of relevant legislation e.g. Safeguarding, Health and Safety at Work, GDPR, Equality legislation. Experience of risk management and health and safety processes Relevant experience in finance, human resources, premises or health and safety
Relevant skills	<ul style="list-style-type: none"> Enthusiasm, optimism and flexibility – a 'can do' attitude Ability to creatively problem solve and be solution focussed Strong organisation and time-management skills Excellent listening, communication skills and high levels of emotional intelligence Ability to work as part of a team to bring about school development and raise standards Excellent ICT, literacy and numeracy skills Attention to detail when completing tasks Willingness to undertake job-specific training, readiness to reflect and develop 	<ul style="list-style-type: none"> Understanding of the requirements for Safeguarding of Children Understanding of IT systems including financial accounting systems such as School MIS, databases and Microsoft Office, Parent Pay etc
Attributes	<ul style="list-style-type: none"> High levels of honesty and integrity A passion and determination that every child can develop and succeed High standards of attendance and punctuality Adaptability to respond appropriately in challenging situations Sympathetic to the ethos of a Church School Commitment to safeguarding and promoting the welfare of children 	