

Job Description – School Business Manager

Responsible to: Headteacher

Responsible for: Admin team, Site Manager, Cleaning/Catering team liaison

Salary range: N £35,814 - £40,008 F.T.E

Job Purpose: To promote the highest standards of business ethos and support the work of the school leadership team and the Trust central team in planning, developing and delivering the business management functions of the school. Responsible for managing financial resources, HR, marketing and communication functions. As a member of the senior leadership team, attend all leadership team meetings and be a visible presence at school events. To provide business support and management to extended provisions within the school including extended services.

Key Accountabilities:

Under the direction of the Headteacher and in collaboration with the Trust central team.

Organisation and Administration

- Design, review and manage efficient administrative systems and processes that meet the needs of the school
- Line manage the workload and deployment of the school office staff to ensure the provision of effective school office support services including reception, customer services, marketing and communications.
- Work closely with the Headteacher and Senior Leadership Team to ensure effective operation of the school day.
- Provide data and reports/information as required.
- Oversee the administration of lettings and ensure all records comply with the lettings policy.
- Ensure all personal data is processed in line with General Data Protection Regulations.
- Comply with and assist the development of policies and procedures related to all school and trust policies including Child Protection, Health & Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate person.

Finance and Resources

- Supervise the recording of pupil related income and banking processes ensuring all cash is stored securely.
- Oversee the input of approved purchase requisitions for a range of school resources, equipment, contracts and services to meet required timescales. Obtain comparison quotes to ensure best value.
- Ensure that goods and deliveries received are recorded accurately. Raise any discrepancies with the Supplier and advise the Trust Finance Team.
- Ensure that invoices are raised as required ie. lettings payments etc.

- Contact debtors as required regarding outstanding debts. Report ongoing issues to the Headteacher to be dealt with as set out in the Charging & Remissions Policy.
- Manage office resources expenditure in line within an agreed budget.
- Work with the Headteacher and the Trust Finance team in preparing and agreeing a balanced budget.
- Attend Local Governing Body Meetings to report on the budget position, informing on the causes of significant variances and what corrective action is being taken.
- All finance processes must be undertaken in line with the Trust financial policies and procedures using the relevant financial management software.

Procurement

Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

Pupil administration

- Ensure the pupil management information system is accurately maintained and updated as required.
- Prepare and process all statutory returns relating to pupils.
- Supervise administration of school meals and other pupil activities – to include clubs and trips and visits.
- Actively encourage FSM registration, through parental information sessions and promotion.
- Manage and report pupil data, including assessment, as required by the Senior Leadership Team.
- Work closely with the Senior Leadership Team and other appropriate staff to monitor and report on attendance and improve absence.
- Responsible for overseeing the administration and booking of educational visits, curriculum and extended school clubs and activities in line with school policies and procedures.

Admissions

- Arrange school visits, meetings and events for prospective parents.
- Working with the Headteacher, maintain and update the school prospectus and other materials for induction and new starters.
- Administer all school starters and leavers in line with the Trust Admissions Policy.
- Work closely with the Senior Leadership Team and other appropriate staff to support transition and induction arrangements for new pupils and in-year starters.

School marketing and events

- Participate in the planning and organisation of events across the school.
- Co-ordinate high quality, effective and appropriate communication of school events, including parent's information evenings, community and seasonal events.
- Maintain communication channels with stakeholders through letters and emails, newsletters, texting service, noticeboards and appropriate apps.

- Ensure the school website is updated regularly in line with Trust and DfE requirements and provides accurate calendar information.

HR

- Be accountable for line-managing administration, finance and site staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development. Ensure all members of those teams fulfil their job descriptions to the highest standards.
- Administer the initial recruitment process. Arrange advertising, collate applications and arrange interviews with candidates. Send for employer references.
- Undertake relevant DBS, medical and other pre-employment checks.
- Complete documentation and provide information to all new staff in line with the induction policy.
- Update the Single Central Record in line with Safer Recruitment Practices.
- Ensure all monthly returns and contractual paperwork are submitted to HR ahead of the deadline.
- Make a proactive contribution to the development of new HR and payroll systems and software.
- All HR processes must be undertaken in line with the Trust's HR policies and procedures using the relevant people management software.

ICT

- Operate relevant equipment and software packages as required.
- Liaise with the IT Service Provider to ensure an efficient network service is available at all times.
- Signpost staff to the IT Service Provider as required.
- In conjunction with the Director of Finance and Operations, purchase IT equipment and consumables as required.

Premises and Health and Safety

- Manage the effective and efficient operation of the site staff and cleaning staff including regular monitoring of:
 - school site to ensure standards are being maintained.
 - the school's compliance with health and safety regulations.
 - the school's compliance with statutory obligations, advising others on the relevant legal, regulatory and ethical requirements.
- Report maintenance and health & safety issues to the Premises team.
- Co-ordinate the use of school facilities both during after the school day to ensure the needs are met for the school events calendar, lettings and extended services.

Safeguarding

- Ensure Safeguarding procedures are followed at all times, including the verification of visitor identity.

- To ensure verification and addition to the Single Central Register as appropriate, including external agencies, those hiring the use of the premises and any other visitor working with children.
- To ensure that all child protection, health & safety, first aid and hygiene policies are adhered to at all times.

Supplementary Responsibilities

- Work closely and collaboratively with the Trust Central Team and other school SBOs.
- Undertake performance management of school office staff, identify training needs and seek appropriate training.
- Host regular office team meetings.
- Attend relevant network meetings and information sessions and share good practice with colleagues across the trust.
- Be responsible for own professional development.
- Undertake general office duties as required.
- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate

In accordance with the provisions of the GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

School Business Manager – Person specification

Qualifications:	Essential	Desirable
Certificate in School Business Management or equivalent qualification or experience in relevant discipline.	✓	
Diploma of school Business Management		✓
Minimum A*-C or equivalent in maths and English	✓	
Sound working knowledge of Microsoft Office applications and ideally website management and Capita Sims.	✓	
Knowledge, understanding and experience:		
Experience of the development, management and operation of administrative systems, preferably within an education setting.	✓	
Experience of supervising a team, ideally within a school office setting.	✓	
Understand the importance of exceptional customer care to a range of stakeholders.	✓	
A good understanding of education policies and procedures.	✓	
Sound knowledge of financial management, including budget management	✓	
Knowledge of premises management, contract management and HR procedures	✓	
Sound knowledge of HR and payroll software and systems		✓
Experience in the management of school nursery and associated funding		✓
Experience of working in a primary school with extended services		✓
Personal and Professional qualities:		
Be able to maintain confidentiality at all times and to prevent disclosure of confidential and/or sensitive information.	✓	
Excellent oral and written skills with an eye for detail.	✓	
Excellent communication skills.	✓	
An ability to work independently and as part of a team in a pro-active manner.	✓	
Ability to prioritise workload and deal with multiple deadlines.	✓	
Establish constructive relationships and communicate with a range of professionals and agencies.	✓	
Deal with complex reception and visitor matters.	✓	
Provide advice and guidance to staff, pupils and parents.	✓	
Embraces change and supports others through change in a positive manner	✓	
A willingness to contribute to and support the overall ethos of the Trust and support the high service aims of the Senior Leadership Team as set out in the School Development Plan	✓	
Displays warmth, care and sensitivity in dealing with staff, children and their parents.	✓	
Understand and demonstrate the highest standard of personal and professional conduct and appreciates and supports the role of other professionals with an ability to accept and act on constructive feedback	✓	
Enthusiasm for continued professional development and encourage that of	✓	

others		
Flexible in terms of working pattern and evolution of role	✓	
A considered and careful approach to documentation, records and reporting, particularly those of a sensitive nature		
Friendly, cheerful, patient and calm at all times	✓	