

Job Description

School Business Manager

(JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade D, subject to evaluation under BCC Equal Pay programme)
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This role provides leadership and operational management of business functions including finance, administration, facilities, HR and compliance. It oversees budget preparation, manages procurement and contracted services and ensures robust systems for financial control and reporting. The job leads statutory compliance, health and safety requirements. Supporting senior leaders through policy development, risk management and governance activities.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Leadership

- Supporting the Head Teacher and SLT with development and planning of school business management functions, which may include Administration, Finance, Facilities, MIS & ICT, Personnel & HR, Governance and Compliance.
- Ensuring that the school can demonstrate it is achieving value for money and managing public money responsibly through completion of the Schools Financial Value Standard
- Overseeing training of staff in matters such as administration and finance systems and processes, GDPR, MIS and Health and Safety.
- Supporting the development and implementation of policies and compliance measures relating to school operations, which may include Health and Safety, Security, Data Protection, Safe Recruitment, Site and Premises, Finance, HR, Website and Communications.

- Where required, managing PFI arrangements and/or coordination of business management functions across more than one site.
- Attending Leadership Team meetings and Governing Body meetings as required.

Finance Management

- Overseeing the school's financial systems and procedures, including management of the School Funds Account, the School Payment Card, and internal and external audits.
- Managing cash flow and authorising the payment of goods and services through the school bank account.
- Liaising with the school's payroll provider and ensuring all aspects of monthly payroll are managed effectively, including payroll checks and reconciliation
- Preparing, maintaining and monitoring the School Budget and long-term financial plans, under the direction of the Headteacher, providing ongoing budgetary information, reports, costed proposals, benchmarking, advice and recommendations as required.
- Maximising income to the school through optimising pupil-related income, preparing bids and applications for grant funding, and managing school lettings where applicable.
- Managing the tender, procurement and management of contracted services, which may include cleaning, catering, ICT, printing and copying and utilities.
- Overseeing the collection, banking and reconciliation of all monies received in school, both official and unofficial.
- Producing a range of statutory and official reports and returns, including reporting to the Local Authority and DfE, submitting VAT claims and producing grant funding returns as required
- Managing grant funding and associated bank accounts and payments as required

Administration Management

- Managing and developing the school administrative systems and processes to ensure that the team offers a service that meets the operational needs of the school.
- Preparing and overseeing information, reports and returns for School Leaders, Governors, DfE, LA and other agencies and stakeholders within statutory guidelines.
- Ensuring that the systems for maintaining pupil and personnel records are robust and effective.
- Ensuring all appropriate safeguarding and security systems and processes are in place for staff, students, visitors, contractors, temporary staff and volunteers on the school site.

MIS and ICT Management

- Developing, coordinating and monitoring management information systems for key operational areas of school to ensure effective use by all stakeholders
- Overseeing contracted services for photocopiers, printing, ICT and communications equipment, supporting the improvements to existing technology to improve school operations and curriculum

delivery.

- Ensuring data collection and management are efficient, effective and compliant.
- Overseeing the provision and development of ICT infrastructure to support identified curriculum priorities and business support requirements

HR Management

- Providing support and advice for personnel matters, HR case management, recruitment and new staff induction.
- Managing arrangements for cover, supporting recruitment of staff and supporting temporary appointments in order to ensure the school is staffed as needed.
- Being responsible for the School's Single Central Record ensuring it is up-to-date, accurate and compliant with the latest legal advice.
- Managing payroll administration for all school staff, including timely submission to payroll, appointments, changes & resignations, timesheets, salary statements.
- Managing personnel processes and records, in line with BCC employer policies, with the advice of the school's HR provider as needed.
- Overseeing the training and deployment of staff to deliver essential functions for the safe operation of the school, including First Aid, Medical, Fire Safety and Health and Safety.

Facilities Management

- Working with Senior Leaders, Governors and Facilities team to ensure that Health and Safety requirements are met, including maintenance of emergency, safety and security equipment, management of contractors on site, asbestos management, site risk assessments and accident reporting.
- Overseeing the development and delivery of the site improvement plan to ensure that planned and reactive maintenance and site development are managed effectively within the resources available, seeking additional funding as required to maintain and improve the premises and site.
- Ensuring that the school maintains an up-to-date asset register/inventory.
- As required, manage PFI contracts and/or oversee facilities management duties across more than one site

Compliance Management

- Supporting the development and implementation of policies and compliance measures relating to school operations, which may include Health and Safety, Security, Data Protection, Safe Recruitment, Site and Premises, Finance, Website and Communications.
- Acting as and overseeing the school lead on one or more key areas of compliance as required, which may include DPO, Health and Safety Officer, Fire Safety Lead, Education Trips and Visits Co-ordinator.

- Supporting the communication and training of all staff in relation to relevant operational compliance matters.
- Ensuring that risk assessments and business continuity plans are in place in relation to Health and Safety, Fire Safety, emergency evacuation and disaster recovery planning.
- Ensuring the school has access to the most up-to-date versions of BCC HR policies, templates, documents and associated procedures.

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/Q	Hold GCSEs or equivalent in English and Maths at grade C/4 or above
Qualifications	AF	Hold a relevant professional Business Administration qualification or equivalent demonstrable experience
Experience	AF/I	Have substantial experience in school business administration or similar business administration roles.
Skills	AF/I	Have advanced proficiency in school management information systems, Microsoft Office applications and advanced data tools.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)

Skills	AF/I	Have excellent communication and interpersonal skills for managing complex and confidential matters with diverse stakeholders.
Skills	AF/I/WBE	Be proficient in financial management including budget preparation, monitoring and long-term planning.
Skills	I	Be skilled in developing and implementing policies and compliance measures for school operations.
Other	I	Have a flexible and adaptable approach to managing varied school operational needs, with the ability to remain calm and support others when under pressure.
Competency	AF/I	Be able to both work independently and make a positive contribution to team work
Competency	AF/I	Demonstrate the expertise to manage site and facilities, including maintenance projects and health and safety requirements
Competency	AF/I	Be capable of coordinating multiple complex operational functions simultaneously
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role including financial regulations, HR, GDPR, and safeguarding.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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