

School Business Manager Job Description

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| **Job Title:**  School Business Manager | **Grade: PO4** |
| **Work Location**:  Stillness Juniors | **Salary Range**: £46,719 - £48,747 pro rata  Term Time only + 4 weeks |
| **Reports To:**  Head Teacher | **Leadership and Management:**  Finance, Administration, Premises, Human Resources and support staff |

**Job Purpose**

1. The School Business Manager is the school’s leading support staff professional and works as part of the Leadership Team to assist the Head Teacher in her duty to ensure that the school effectively manages its resources to meet 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
5. Leads on income generation and efficiencies

**General Duties**

**1. Leadership & Strategy**

1. Attend and actively contribute to the Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings
2. Contribute to strategic decision making within the school’s Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial decisions
4. Plan and manage change in accordance with the school development/strategic plan
5. To lead and manage all admin and premises staff including contractors

**2. Financial Resource Management**

1. In partnership with the Headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds
2. Submit the budget to the governing board
3. Monitor the budget all year round, advising the Headteacher where revisions or changes are needed
4. 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
5. Comply with financial reporting requirements and submit statutory returns
6. 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
7. Develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school development plan
8. Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
9. A proficient professional in MIS and finance systems including SIMs and transitioning

**3. Administration Management**

1. Line manage all support staff.
2. Design, maintain and improve administrative systems that deliver outcomes based on the school’s aims and goals
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
6. With the headteacher, draw up and review all school policies and contracts as required

**4. Management Information Systems & ICT**

1. Make sure the technology in the school is fit for purpose, provides value for money and meets the overall vision and plans for the school
2. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
3. Establish systems to monitor and report on the performance of technology within the school
4. 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
5. Ensure contingency plans are in place in the case of technology failure
6. Work with external ICT support to ensure that the school is effectively supported
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
8. Manage and update the school website and prospectus

**5. Human Resource Management**

1. Manage the payroll services for all school staff including the management of pension schemes and associated services, including those arranged and delivered via the Local Authority
2. Ensure the school’s equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and are communicated to all staff
4. Manage recruitment of all staff [with headteacher] and performance management, appraisal and development for admin and premises staff and make sure these align with the school’s strategic objectives
5. Monitor the way policies and procedures are actioned and provide support where necessary
6. Seek and make use of specialist expertise in relation to HR issues

**6. Facility & Property Management**

1. Line manage the premises team
2. Supervise relevant planning and construction processes to ensure they are in line with contractual obligations
3. Ensure the safe maintenance and security operation of all school premises and ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
4. Monitor, assess and review contractual obligations for outsourced school services e.g. catering, cleaning, etc.,
5. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
6. Seek professional advice on insurance and advise the Leadership Team on appropriate insurances for the

School and implement and manage such schemes accordingly

**7. 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 systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive
4. Ensure the maximum level of security consistent with the ethos of the school

To carry out the duties of the post with due regard to the Council’s Equal Opportunities policy and the ethos of the school. To be aware and support diversity and ensure equal opportunities for all.

Undertake any duties not listed above that are commensurate with the level and responsibility of the post.

Person Specification

Title: School Business Manager Grade: PO4

Stillness Junior School

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| **Factors** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Recognised management/business degree or equivalent related professional qualification. | School Business Manager specific qualification i.e.  DSBM, CSBM. ADSBM or Msc School Business Management | Certificates at selection event |
| **Experience** | Proven managerial experience ideally from an educational or similar environment  Experience of providing high level administrative and financial support to a senior leadership team.  Human Resources management  Proven financial budget monitoring and setting experience, and the ability to use a range of computerised financial systems    Facilities and Health and Safety management  Advanced IT skills and a good understanding of maintenance and development IT networks | Senior Management Team level experience. | Application form.  Selection event |
| **Knowledge and Skills** | The successful candidate will be able to:  Communicate clearly and effectively, orally and in writing to a range of audiences  Able to understand national & regional educational services and deliver appropriate strategies.  Ability to lead teams and individuals effectively in changing situations  .  Ability to strategically influence decision making within the school.  Ability to use a range of ICT packages  Work on own initiative as well as part of a team  Ability to manage a demanding workload and successfully prioritising tasks | Understanding of educational enterprise issues.  Understanding of promoting positive relationships with the wider school community. | Application form  Selection event |
| **Personal Qualities** | Hard working and enthusiastic, with a professional manner  Have the ability to maintain successful working relationships with other colleagues  Highly developed interpersonal skills including influencing skills.  Willingness to constructively challenge the work of self and others to continually improve own and team performance.  Ability to work under pressure and meet deadlines. | Dedicated to enhancing their professional development and ach | Application form  Selection event |
| **Safeguarding** | Stillness Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants |  |  |