



JOB DESCRIPTION

JOB TITLE: School Business Manager

RESPONSIBLE TO: Headteacher

ACCOUNTABLE TO: Headteacher

PAY: NJC Grade 8, Pt 35-40

JOB ROLE:

The SBM is a leading professional in the school, accountable to the Headteacher. The SBM will serve on the School's Leadership Team (SLT) alongside the Headteacher and Deputy Headteacher. They will be instrumental in developing and supporting the strategic management of the school and assist in providing vision, leadership and direction for the school. They will also be a member of the School's Management Team (SMT) composed of the Leadership Team, Assistant Head and TLR responsibilities.

The SBM will provide professional leadership and line management of the Administration Staff, Site Management Staff, Kitchen Staff, Pool Staff and IT Staff, as well as oversee the work of the Cleaning Staff. This includes appraisal, training and mentoring systems for these staff.

Princes Primary is set over 4 sites and the SBM is responsible for the school's Financial Management, HR (including contracts and personnel management), Whole School Administration, Management Information Systems, Facilities and Property Management and Health and Safety Management for all 4 sites.

DUTIES AND RESPONSIBILITIES

Leadership and Management

- To serve on and contribute actively to the School Leadership Team.
- To report to the Full Governing Body and appropriate Governor committee meetings.
- Provide strategic vision and leadership within the remit of the role to the decision-making process of the SLT.
- Provide guidance on organisational policies and procedures and good working practices to all stakeholders.
- Work independently but within LA guidelines and in accordance with school policies and procedures to identify areas for whole school improvement, respond to unanticipated problems and situations and monitor and amend operational policies and procedures accordingly.
- In the absence of the Headteacher and Deputy Headteacher the SBM will deputise and take responsibility as directed by the Governing Body including financial, premises, administration and health and safety decisions.
- Contribute to the SIP and monitor and review the progress of the actions identified within the remit of the role.
- Identify areas for own professional development to continue to develop an extensive range of theoretical, practical and procedural knowledge, skills and managerial experience to accommodate the diverse range of the role.
- Use own initiative to identify areas for whole school improvement and source resources within the remit of the role to ensure the highest standards are maintained throughout the school.

Financial Management

- Report to Governors' Finance and Personnel Committee on all aspects of financial management.
- Evaluate information and consult with the SLT and Governors to prepare a realistic and balanced budget.
- Submit the proposed budget to the Headteacher and Governors for approval.
- Develop, maintain and monitor an annual business plan that indicates trends, points out requirements and risks and sets out clear forecasts for future budgets.
- Continually analyse, monitor and identify causes of significant variance to spending and make judgements to take prompt corrective action.
- Propose revisions to the budget in response to significant or unforeseen developments.
- Provide ongoing budgetary information to the SLT and Governors.
- Systematically monitor and maintain systems and procedures that ensure financial transactions are recorded and reported accurately, and that all financial controls are operating effectively.
- Ensure school meets all aspects of the SFVS.
- Be responsible for reviewing and updating all financial policies and procedures in line with LA guidelines for ratification by the governors Finance and Personnel Committee.
- Identify additional finance required to fund the school's proposed activities.

- Maximise income through lettings.
- Put formal financial agreements in place with hirers of the school's facilities.
- Present timely, fully costed proposals, recommendations or bids as appropriate.
- Manage the ordering and payment for supplies, resources and equipment for the school.
- Prepare work specifications for tender and assist with the selection of contractors.
- Maintain an asset register and inventory.
- Be responsible for the effective management of the financial administration procedures, including responsibility for compliance with financial regulations.

Administration Management

- Manage the whole school administration function and lead admin and ancillary staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Manage systems and link processes that interact across the school.
- Define responsibilities, information and support for staff and other stakeholders.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve administrative systems.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publication and returns for the DFE, LA and other agencies and stakeholders.
- Maintain accurate pupil records.
- Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

Management Information Systems and IT

- Establish and maintain an overview of existing technology to enhance the systems and consider future plans to introduce or discard technology throughout the school, including administration and curriculum support.
- Be responsible for all statutory DFE returns.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes throughout the school.
- Order equipment, arrange for repairs, dispose of broken hardware safely and liaise with suppliers to maintain the IT service in school.
- Ensure school complies with data protection and all staff are aware of data protection implications and safe use of the internet.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of all IT equipment throughout the school.
- Ensure contingency plans are in place in case of technology failure.
- Ensure all data in the MIS systems is accurate and up to date.

HR Management

- Be responsible for whole school HR administration.
- Manage the administration required to facilitate the school's recruitment process.
- Determine systems for the completion of all pre-employment checks and issue all staff contracts.
- Provide new employees with a comprehensive induction package including all relevant policies, staff handbook and other relevant information.
- Maintain and update a personnel MIS database and confidential staff records.
- Manage the payroll services for all school staff.
- Complete, input on oracle and monitor monthly overtime and absence records.
- Ensure all staff are aware of the school's policies and procedures and the importance of putting them into practice.
- Manage the review and updating of all school policies for governor approval.
- Manage the performance management and professional development for all line managed staff.
- Together with the Headteacher, employ effective employee relations strategies for all to ensure the overall wellbeing of staff and provide a safe working environment free from discrimination and harassment. This would include resolving any employee queries or complaints.
- Be responsible for the implementation of the school's Absence Management Policy and Procedure.
- Maintain and monitor a rigorous and effective record of staff absences for the whole school, as well as for each individual member of staff.
- Be responsible for all return-to-work interviews to ensure that staff are fit to resume their duties.
- Constantly review sick absences and, together with the Headteacher, meet with staff in on more formal basis if absence 'triggers' have been met.
- Be responsible for all Occupational Health referrals for staff and, together with the Headteacher, ensure any recommendations are followed.

Facilities and Property Management

- Report to Governors Health and Safety and Buildings Committee on all aspects of facilities and property management.
- Evaluate information and consult with the LA, SLT and Governors to formulate, monitor and review the school's Asset Management Plan.
- Manage the maintenance of the school's 4 sites, including the purchase and repair of all furniture and fittings and the preparation of maintenance schedules.
- Ensure the continuing availability of utilities, site services, grounds maintenance and equipment.
- Monitor the usage of all utilities to ensure best value.
- Maintain, order and authorise cleaning/welfare supplies/stock levels.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.

- Ensure the safe maintenance and security operation of the school premises to provide a safe environment for all stakeholders.
- Ensure ancillary services, e.g. cleaning, is monitored and managed effectively.
- Manage the letting of the school premises to external organisations ensuring all potential risks have been addressed and all relevant documentation is in place.
- Implement risk management and loss prevention strategies and seek professional advice on risk and insurance matters if required.
- Manage emergency evacuation procedures.
- Review and update the Business Continuity Plan for approval by governors annually.
- Secure bid based competitive funds and organise tenders for Capital funding for premises improvements.

Health and Safety Management

- Report to Governors Health and Safety and Buildings Committee on all aspects of Health and Safety management in school.
- Act as the school's Health and Safety Coordinator ensuring the enforcement and implementation of all Health and Safety regulations,
- Provide interpretation on policies, training opportunities, advice and guidance on Health and Safety within school to all stakeholders.
- Ensure a comprehensive Health and Safety induction process is in place for all new staff.
- Act as the school's Fire Officer and First Aid coordinator.
- Plan, instigate, monitor and review the school's Fire Risk Assessment and maintain records of fire practices and alarm tests.
- Ensure the school's written Health and Safety policy is reviewed, approved by governors annually and disseminated to all staff.
- Ensure the Health and Safety policy is implemented and put into practice at all times.
- Consult with the LA Health and Safety Unit and external professionals for up-to-date guidance on all aspects of health and safety within school.
- Ensure systems are in place to enable all staff to participate in the identification and reporting of hazards in school.
- Ensure all relevant policies and risk assessments are reviewed, approved by the SLT and Health and Safety Committee and disseminated to all staff.
- Ensure systems are in place for the effective monitoring and reporting of all health and safety issues to the SLT for evaluation.
- Ensure site security is robust and consistent with the ethos of the school.
- Ensure all statutory maintenance checks and services are completed in line with LA guidelines.
- Ensure school's compliance with LA Health and Safety Audit and any recommendations are actioned in a timely manner.