

School Business Manager Job Description & Person Specification

Job Title: School Business Manager
Salary Range: NJC Pay Scale Point 32 to 36 dependent on experience
Reports To: Head Teacher
Hours: 37 hours a week, term timely plus 2 weeks

Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school Admin 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/ Management Information and ICT/Facility & Property Management, support with Health & Safety Management of the School/ Safeguarding Management.
5. The School Business Manager will support the Office Staff in a range of tasks.
6. To be an active member of the school's Senior Leadership Team

General Duties

Leadership & Management

1. Attend or provide reports for Senior Leadership Team Meetings, Full Governing Body Meetings and appropriate Governors' sub-committee meetings offering financial and personnel support and advice as required. To provide information on the annual budget statement, CFR Return, Financial Summary and Statement of Internal Control.
2. Negotiate and influence strategic decision making within the school's Senior Leadership Team
3. Plan and manage change in accordance with the school development/strategic plan.
4. To lead and line manage all school Admin Staff including assisting in the creation and implementation of recruitment, induction, appraisal, training and monitoring of systems for these staff.

Financial Resource Management

1. Management of all school's finances, including Standards Fund and other external funding.
2. Forward budget planning including preparation of annual forecasts and budgets, in consultation with the

Headteacher.

3. Preparing financial reports as required by Headteacher, Governing Body and other budget holders; attending meetings of Governing Body and School Leadership Team, as required, to report on financial matters.
4. Monitoring of all income and expenditure relating to internal budgets; keeping budget holders informed of their balances and committed expenditure.
5. Management and development of the school's computerised financial systems.
6. Responsible for sales ledger, credit control and purchase invoices.
7. Preparation of reconciliation reports, VAT returns and any other financial return required either statutorily or by the LA.
8. Oversee petty cash is managed and recorded correctly.
9. Management of school personnel records.
10. Development of school financial policies and procedures (eg Lettings Policy) in line with LA requirements.
11. Collating of information and submission of documentation relating to bids for external funding.
12. Exploration and management of income generating opportunities (eg lettings).
13. Maximise income through lettings and other activities.
14. Maintaining assets register and inventory.
15. Preparation of work specifications for tender and assisting with the selection of contractors.
16. To support the proper collection, reconciliation and banking of any monies received by the school.
17. To complete benchmarking exercises.

Administration Management

1. Manage and lead AdminStaff.
2. To be responsible for the systems and general management of the school's administrative and financial computer network.
3. Manage systems and link processes that interact across the school to form complete systems.
4. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
5. Establish and use effective methods to review and improve administrative systems.
6. Benchmark systems and information to assess trends and make appropriate recommendations.
7. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines as appropriate.

Management Information Systems & ICT

1. Consider approaches for existing use and future plans to introduce or discard technology in the school.
2. Consult with relevant people and other parties to support the introduction of new technology or to improve

existing technology for different purposes.

3. Working with SLT to ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT systems.
6. Working with contractors ensure contingency plans are in place in the case of technology failure.
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
8. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness. To maintain the security of school information and ensure that the school ICT is a safe environment for children.

Human Resource Management

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.
2. To liaise with Headteacher on personnel issues as appropriate.
3. Support in ensuring that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
4. Manage performance management, appraisal and development for Admin staff.
5. Support in ensuring people have a clear understanding of the policies and procedures and the importance of putting them into practice
6. Monitor the way policies and procedures are actioned and provide support where necessary
7. Process contracts for new staff and complete recruitment checks.
8. Seek and make use of specialist expertise in relation to HR issues as appropriate.
9. Undertake the School's Workforce Census annually.
10. Maintain the school's Single Central Record.

Estate Management

1. To oversee the letting of the school premises to outside organizations and School staff, and for the development of all school facilities for out of school use, with particular reference to the local community.
2. Support in the implementation of risk management and loss prevention strategies in the school to reduce risk insurance costs.
3. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
4. Ensure the safe maintenance and security operation of all school premises.
5. Support in the management of the maintenance of the school site including the purchase and repair of all furniture and fittings.

6. Ensure the continuing availability of utilities, site services and equipment.
7. Oversee the estate management and grounds maintenance including organizing and upkeep of playing fields, gardens, all weather surfaces and drainage and to ensure the maintenance thereof.
8. Monitor, assess and review contractual obligations for outsourced school services.
9. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
10. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.

Health & Safety

1. To work alongside the Headteacher, Site Agent, SLT and Fire Safety Officers to ensure the management of Health & Safety in school.
2. Ensure the school's written Health & Safety Policy statement is clearly communicated and available to all people.
3. Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
4. With SLT enable regular consultation with people on health and safety issues.
5. With SLT ensure systems are in place to enable the identification of hazards and risk assessments.
6. With Site Agent ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
7. Ensure the maximum level of security consistent with the ethos of the school.

Other

1. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
2. To undertake any other duties of a similar level and responsibility as may be required.
3. The School Business Manager will also be expected to perform other, reasonable, tasks appropriate to the role to meet the outlined purpose of the role.

School Business Manager Person Specification

Factors	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> Recognised management/business degree, NVQ 4 or equivalent related professional qualification. 	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management. Financial Qualification	Certificates at selection event
Training	<ul style="list-style-type: none"> Evidence of continuing professional development. 	Member of National Association of School Business Management	Application form. Selection event
Experience	<ul style="list-style-type: none"> Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing teams. Managing HR. Experience of working in an office environment at senior level. 	Managing within an educational environment. Managing at a Senior Team level. Managing H & S.	Application form. Selection event
Knowledge and Skills	<ul style="list-style-type: none"> Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies. Able to lead teams and individuals. Able to strategically influence decision making within the school. Able to use a range of ICT packages. Excellent numeracy/literacy/ICT skills Ability to interpret advice/statute and to devise policy/practice in the light of these Ability to relate well to children and adults Ability to persuade, motivate, negotiate and influence 	Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community.	Application form. Selection event
Personal Qualities	<ul style="list-style-type: none"> Highly developed interpersonal skills including influencing skills. Support and demonstrate commitment to the vision for the establishment of the school 		Application form. Selection event

	<ul style="list-style-type: none"> • Support the Headteacher in the management of change and improvement in pursuit of strategic objectives • Prioritise, plan and organise direct and co-ordinate the work of others, build, support and work with high performing teams • Work as part of a team • 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. • Devolve responsibilities, delegate task and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff. • Seek advice and support when necessary • Deal sensitively with people and resolve conflicts. 		
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