

## **Job Description**

### **School Business Manager**

Job Title: School Business Manager  
Reports to: Head Teacher  
Salary/Grade: Grade 9

#### **Job Purpose:**

To be responsible for / manage the operation and delivery of support services within the school. To be responsible for / manage the planning, development and monitoring of support services. To manage staff, including commissioning and delegation of relevant activities. To be a member of school's management team

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 their duty to ensure that the school meets its educational aims. He/she is responsible for providing professional leadership and management of school support staff etc. in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school. he/she will promote 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.

#### **General Duties:**

- To be an integral part of the School's Senior Leadership Team.
- Play a pivotal role in advising on and implementing school wide strategies.
- Act as Chief Financial Officer for the School ensuring sound and appropriate financial governance and risk management arrangements are in place, preparing and monitoring budgets, and ensuring the delivery of annual accounts.
- Manage projects including preparation of bids for funding and income generation.
- To give strategic vision and leadership to all aspects of Finance, Administration, Physical and Human Resources, IT, Health and Safety and premises.
- To be responsible for the efficient and effective use of the school site and its buildings, their maintenance and development.
- To be responsible for the efficient use, maintenance and development of school resources to enable teachers to deliver the best progress and outcomes for students.
- To line manage key support staff e.g., IT Manager, Health & Safety Manager, Administration team and Caretaker.

- To ensure that the school is fully prepared to meet OFSTED financial and safeguarding criteria.
- To provide support as relevant to the Head Teacher and Senior Leadership Team.
- Establish and build working relationships with outside agencies and professional organisations.
- Attending and participating in training and development courses as required.

### **Finance:**

Working with the School Finance Team, to prepare an annual budget for the school to be submitted to the Governing Body. The post holder will be responsible specifically:

- To ensure the school has appropriate procedures and to ensure accurate financial records are maintained (including VRSA) in accordance with DfE and LA requirements.
- To ensure that all procurement operates within the principles of best value and ensuring value for money
- To attend appropriate Governing Body meetings.
- To oversee the financial management package and the work of the Finance Officer, giving guidance to other users.
- To monitor the cost effectiveness of services (such as cleaning / catering) and to make recommendations for change as necessary.
- To prepare appraisals for particular projects and the development of long-term initiatives for the school.
- To co-operate, initiate and manage audit procedures as necessary.
- To write bids for funding as required.
- To review and manage the tendering for all service contracts.
- To formulate, monitor, implement and review the school's Financial Management and Procedures Policy.
- To prepare regular management accounts for Governors and SLT, agree budgets and monitor accounts against budget.
- To assist with marketing the school's premises to maximise lettings income.
- To train staff responsible for delegated budgets with procedures to enable them to monitor these budgets.
- Use benchmarking tools to identify areas of relevant spend, assess trends and advise accordingly.

## **Administration, HR and ICT**

- To plan strategically for the effective provision of ICT resources at the school including hardware / software and the efficient running of the ICT Support Team.
- To oversee and manage the efficient and effective running of school administration systems, (including finance, the school office and the recruitment process).
- Oversee HR function ensuring completion of supporting paperwork including placing of advert, writing job descriptions, shortlisting procedures, preparing for interview, appointment and induction process.
- Providing expert advice on various HR topics such as maternity, tax, NI, pension, leave entitlement, exit procedures.
- To ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate.
- To liaise with the catering manager and to ensure the catering operation is efficient and profitable.
- Responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- Ensure School policies are reviewed on a regular basis.

## **Health and Safety**

- To formulate, monitor, implement and review the school's Health & Safety Policy including the introduction of all Risk Assessment procedures.
- To report to Governors on health and safety.
- To advise all staff on matters of health and safety as appropriate in the absence of the Health & Safety Manager.
- To ensure that risk assessments are drawn up as appropriate.
- To monitor and review the School's Fire Risk Assessment.
- To hold termly Health and Safety meetings with relevant staff.

## **Premises**

- Through regular contact with the premises staff to ensure the proper maintenance and repair of the school is carried out, and progress monitored.
- To ensure the appropriate placing and monitoring of all service contracts including cleaning and catering.
- To appraise projects for the development of the school.
- To arrange for estimates for work and monitor the work of on-site contractors.
- To be responsible for the security, maintenance, heating, cleaning and other general site services within the premises.

- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering.
- To be responsible for letting of the school premises, the development of all school facilities for out of school use.
- To maintain, repair and purchase all furniture, equipment and fittings.
- To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate.
- To be responsible for the upkeep of playing fields, gardens, all weather surfaces and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
- Be aware of the importance of a Disaster Recovery Plan
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The post-holder may undertake any other duties that are commensurate with the post.

The post-holder has common duties and responsibilities in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for, or comes into contact with.