

Thorpedene Primary School Job Description

School Business Manager

Job Title: School Business Manager

Responsible to: Head teacher

Responsible for designated support staff:

Finance and Administration Staff, Site management staff, Catering Staff.

Job Purpose:

1. 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.
2. The School Business Manager reports to the Headteacher and is accountable for the school's:
 - Financial Resource Management and Administration Management
 - Human Resource Management
 - Facility & Property Management including catering and leading on the Health & Safety Management of the School.

General Duties:

1. Attend appropriate Governors' Committee meetings.
2. To plan and achieve the stated aims, objectives and ethos of the school in accordance with the school development/strategic plan.
3. To deliver training to the leadership team, Governors and staff as appropriate on any aspects relating to finance, personnel, premises or H&S.
4. To line manage and conduct staff appraisal of designated support staff and ensure an appropriate provision for induction, probation, training and professional development of these staff.
5. Periodically take part in staff appraisal and undertake the relevant training activities to update knowledge and skills.

Financial Resource Management:

Ensure that an effective financial support service is provided to the school to include:

1. To support the Head teacher to prepare a realistic and balanced budget.
2. To actively monitor the budget and control performance to achieve value for money.
3. Identify and advise the Headteacher and Governors of the causes of significant budgetary variance and take prompt corrective action.
4. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
5. Provide ongoing budgetary information to relevant people.
6. Attend appropriate Governing Body Meetings to report on the school's financial position.
7. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
8. Ensure all financial administration/procedures are carried out in accordance with the appropriate LA, MAT and school financial regulations and policies.

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9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
10. Identify additional finance required to fund the school's proposed activities.
11. Seek and make use of specialist financial expertise.
12. Maximise income through lettings and other activities.
13. To advise the Headteacher on financial policy, preparing appraisals for future projects and for the development of a long term financial strategy for the future development of the school.
14. Present timely and fully costed proposals, recommendations or bids.
15. Put formal lease agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
16. Monitor the effectiveness and implementation of agreements.
17. To oversee ordering and invoice processing and complete monthly reconciliations, reporting discrepancies to the Head teacher.
18. To oversee administrative tasks relating to licences and insurance held by the school.
19. Be responsible for filing, security and retrieval of financial data, including daily and termly back up of computerised records.
20. Provide statistical information to enable the school to complete such returns as may be required by SECAT, ESFA and Governing Body.

Administration Management:

Help ensure the provision of a comprehensive administration service to include:

1. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
2. Benchmark systems and information to assess trends and make appropriate recommendations.

Human Resource Management:

Administer or have oversight of procedures in relation to Human Resources to include:

1. Having oversight of the payroll service for all school staff ensuring that appropriate documentation for personnel and payroll sections; for those starting, leaving, any job specification amendments, sickness pay, supply teacher employment and training are administered and processed accurately and to address any errors identified.
2. Liaising with the Human Resource Service on staffing matters; contracts-pay, terms & conditions, the management of pension schemes, maternity and associated services to ensure school procedures comply with all legal and regulatory requirements.
3. Advising the Headteacher, Governing Body and staff on pay and contractual matters.
4. To support the Headteacher in the recruitment, appraisal and development of identified support staff.
5. Acting in an advisory capacity at interviews as deemed appropriate by the Head teacher.
6. Seek and make use of specialist expertise in relation to Human Resource issues.
7. Evaluating the school's strategic objectives and obtain information for workforce planning.
8. Identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

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9. Undertaking appraisal for Site and Office staff as appropriate.
10. To ensure that all safeguarding procedures are in place and adhered to general, particularly in relation to the single central record (DBS checklist) and recruitment.

Facility & Property Management

1. Oversee building works programme in conjunction with the Site Manager and SLT.
2. Ensure the continuing availability of utilities, site services and equipment.
3. Monitor, assess and review contractual obligations for outsourced school services.
4. Ensure site management, cleaning and catering are monitored and managed effectively.
5. Be responsible for administration of school lettings, liaising with the site manager, staff and the hirer in support of the school's extended school and local use requirements.
6. Seek professional advice on insurance and advise the Head teacher on appropriate insurances for the school and implement and manage such schemes accordingly.

Marketing

1. To promote the school to different audiences, including the press and raise its profile within the local community.
2. To liaise with local businesses for fundraising.

Health & Safety

To assist the Head teacher in matters regarding the school's Health & Safety and Fire Safety ensuring promotion and safeguarding the welfare of children to include:

1. Assisting the Headteacher in ensuring the Health & Safety policy is clearly communicated and available to all people, implemented at all times and is subject to review and assessment at regular intervals or as situations change.
2. Ensure systems are in place to enable the identification of hazards and risk assessments.
3. Ensure the site manager's H&S and Fire duties are implemented and monitored- fire checklists, records of fire practices and alarm tests.
4. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher and other senior leaders, Governors and where appropriate the Health & Safety Executive.
5. Ensure the maximum level of security and safety consistent with the ethos of the school.

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Personal Specifications		
Attribute	Essential	Desirable
Education, Training and Qualifications		
SBM specific qualification e.g. DSBM / CSBM / ADSBM		x
Association of Accounting Technician (AAT)		x
Recognised management experience / business degree or related professional qualification	x	
Good general education including GCSE (A* - C) English and Maths or equivalent	x	
Experience		
Management of strategic financial plans, budgets and financial reporting	x	
Management of site, premises and fixed assets		x
Procurement and facilities management		x
Experience of working with a Governing Body of a school		x
Delivery of value for money initiatives	x	
Line management of staff	x	
Performance management of staff		x
Working in an education setting		x
Expertise in ICT packages such as MS Office applications including spread sheets	x	
Use of school software packages SIMS, FMS etc		x
Project management	x	
Overseeing Health and Safety at work		x
Knowledge, Skills and Competencies		
An ability to interpret legislation and regulations	x	
Ability to analyse, use and present data in compelling and accessible manner	x	
Ability to maintain confidentiality	x	
Ability to persuade, motivate, negotiate and influence	x	
Ability to work as a team leader and team member	x	
Ability to relate well to children and adults	x	
Personal Attributes		
Resilience, the ability to work under pressure and be able to meet deadlines	x	
Ability to prioritise and think creatively	x	
Excellent interpersonal and communication skills	x	
A commitment to Thorpedene's vision, values and aims	x	
Other factors		
Willingness to attend occasional meetings outside of normal office hours	x	