



School Business Manager Job Description

Job Title: School Business Manager Work Location: School Based Reports To: Head Teacher Grade: Essex Pay Band April 19 Band 4 - 5 Salary Range: Point 28 – Point 33	Leads & Manages: School Office, Finance Administration, Site Manager and Caretakers, Midday and Catering Teams.
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Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Management Team to assist the Head Teacher 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 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 and Property Management/Health and Safety Management of the school.

General Duties

Leadership & Strategy

1. Attend Senior Management/Leadership Team, Full Governing Board and appropriate Governors' sub-committee meetings.
2. To work closely with the Head Teacher and Senior Management Team to advise on financial aspects of any decision making.
3. In the absence of the Head Teacher, take delegated responsibility for financial decisions in partnership with the Deputy Head.
4. Plan and manage change in accordance with the school development/strategic plan.

Financial Resource Management

1. Evaluate information and consult with the Senior Management Team and Governors to prepare a realistic and balanced budget.
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
3. Discuss and agree the final budget.
4. Use the agreed budget to actively monitor and control performance to achieve value for money.

5. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
7. Provide ongoing budgetary information to relevant people.
8. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
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 as appropriate.
12. Maximise income through lettings and other activities.
13. Present timely and fully costed proposals, recommendations or bids.
14. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
15. Monitor the effectiveness and implementation of agreements

Administration Management

1. Manage the whole school administrative function.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
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. Use data analysis, evaluation and reporting systems to maximise effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
7. Benchmark systems and information to assess trends and make appropriate recommendations.
8. Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines.

Management Information Systems & ICT

To work closely with the Head Teacher, Subject Leader and IT support to:

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 introduce new technology or improve existing technology for different purposes.
3. 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. Establish systems to monitor and report on the performance of technology within the school.

6. 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.
7. Ensure contingency plans are in place in case of technology failure.
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.
2. Manage recruitment, performance management, appraisal and development for office staff, site staff, middays and catering staff.
3. Monitor the way relevant policies and procedures are actioned and provide support where necessary.
4. Seek and make use of specialist expertise in relation to HR issues.
5. Identify the types of skills, knowledge, understanding and training required to undertake existing and future planned work/improvements.

Facility & Property Management

To work closely with the Head Teacher and Site Manager to:

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
8. Ensure ancillary services e.g. catering, cleaning, etc. are monitored and managed effectively.
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

School Business Manager

Person Specification

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p>Knowledge and Experience:</p> <p>Business Management experience.</p> <p>Successful leadership within a large organisation.</p> <p>Competence in ICT – spreadsheets and computer based accounting systems, data base and word processing, and the ability to analyse data.</p> <p>Experience of producing clear and accurate statistics, information and reports.</p> <p>Experience of budgetary management and control.</p> <p>Experience of motivating and leading staff.</p> <p>An understanding of procurement and contracts.</p> <p>Proven high level of negotiating skills.</p> <p>An ability to interpret legislation and regulations.</p> <p>Competent in finance and accounting procedures.</p>	<p>Knowledge and Experience:</p> <p>Certificate of School Business Management (CSBM) or equivalent relevant qualification with a financial element.</p> <p>Working knowledge of Payroll, Sims and Human Resources administration.</p> <p>Knowledge of DfE and LEA financial regulations.</p> <p>Working knowledge of facilities management and health & safety practices.</p> <p>An awareness and understanding of school/public sector finance/resources management information systems.</p> <p>Experience of working within a school environment with a supervisory level of financial systems.</p> <p>An understanding of school management issues and the role of the Governing Board.</p>
<p>Abilities and Aptitudes</p> <p>Exceptional planning and organisational skills, including managing deadlines.</p> <p>Ability to line-manage staff, including workload organisation and individual and team development.</p> <p>Excellent written and verbal communications.</p> <p>Highly developed interpersonal skills.</p>	

<p>An ability to use initiative and prioritise work.</p> <p>Being accurate and well organised in approach to work. Ability to cope with changing and challenging priorities.</p> <p>Personal Qualities</p> <p>Commitment to high professional and personal standards.</p> <p>Respect for other people and their needs.</p> <p>A total commitment to equal opportunities.</p> <p>To have strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working.</p> <p>An ambitious and aspirational work ethic for self and others in the organisation.</p> <p>To have a good sense of humour.</p>	
<p>Special conditions</p> <p>The post holder will be required to pass a Disclosure and Barring Service Certificate.</p> <p>The post holder may be required to attend meetings outside the normal school day.</p>	