

SCHOOL BUSINESS MANAGER

SALARY: Grade F - £29,174 - £32,798 per annum

CONTRACT: Permanent

HOURS: 37 hours x 52 weeks

Reporting to: Head Teacher

To work under the direct instruction of the Head Teacher in accordance with the conditions of service. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the school's strategic improvement plan and in consultation with the post holder.

Core Purpose

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

Leadership and Strategy

1. Attend Senior Management/Leadership Team meetings
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan and the Trust
5. To lead and manage all administrative and caretaking/ cleaning school support staff
6. Establish systems to monitor and audit technology within the school, liaising with IT support staff to strategically plan
7. 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
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

HR

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. Manage recruitment, performance management, appraisal and development for all admin and site support staff.
5. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
6. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
7. Monitor the way policies and procedures are actioned and provide support where necessary
8. Seek and make use of specialist expertise from the Trust's HR lead in relation to HR issues
9. Evaluate the school's strategic objectives and obtain information for workforce planning
10. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
11. To manage all absence records for staff, conduct back to work interviews with staff as directed by the Head Teacher
12. To manage all HR administration processes for the school
13. Ensure the school are fully compliant with current Keeping Children Safe in Education guidance in terms of Safer Recruitment practices and maintenance of staffing records and the Single Central Record and ensuring compliance
14. To organise the provision of supply cover where necessary and inform relevant staff
15. Manage requests under the School Staff Leave & Absence Policy referring up where appropriate including maintain records of annual leave for Caretaker and Long Service Days for support staff
16. Prepare and submit the Workforce census return

Finance

1. Evaluate information and consult with the Senior Team and Trust Central Team to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Head Teacher and Trust for approval and assist the overall financial planning process
3. Prepare and monitor the school budget in consultation with the Head Teacher and Trust using the Accounting Software
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Head Teacher 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 regularly, meeting with the Head Teacher and Trust team
8. Advise the Head Teacher and Trust 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 premises management plan and will forecast future year budgets, prepare and monitor 3-year budget forecasts to anticipate future trends and priorities for development using the Budget Planning Software
10. Identify additional finance required to fund the school's proposed activities and present accurate costings to reflect these
11. Seek and make use of specialist financial expertise where required
12. Maximise income through lettings and other activities
14. Present timely and fully costed proposals, recommendations or bids

15. Put formal finance 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. Provide timely budgetary information to the LGB
18. Ensure correct and robust financial controls and procedure are in place in accordance with the Trust's Financial Policies
19. To attend SLT and LGB meetings to present financial information as required
20. To administer, prepare and make returns as required by the Tarka Learning Partnership, LA, ESFA and other outside agencies
21. Liaise with internal and external auditors as necessary
22. To oversee all financial procedures and resolve problems, including:
 - Ensuring best value practices are followed
 - The ordering, processing and payment of goods and services provided to the school in a timely manner
 - Maintaining any asset records as required by the Trust
23. Oversee income collection processes
24. Check banking by Administrator
25. Monthly reconciliation of petty cash and charge cards
26. Ensure staffing figures are kept up to date to inform budget planning,
27. To administer staff pay records and check reconciliation reports, investigating differences when necessary.
28. To review annual provisions for staff absence insurance
29. Administer claims under staff / RPA Insurances scheme
30. Review insurance needs with Head Teacher
31. To review meal prices and nursery fees annually and make recommendations to the LGB
32. Oversee the preparation of the pupil census returns with the current Administrator, ensuring accuracy of data to inform future school funding levels Oversee Nursery headcount with the Senior Administrator, information is timely and supports accurate levels of funding to the school

Administration Management

1. Manage the whole school administrative function and lead all support staff.
2. Design and maintain administrative systems and processes 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. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DfES, LEA, ESFA and Trust Central Team and other agencies and stakeholders within statutory guidelines.
10. To liaise with the Head Teacher to provide PA support to the leadership team, including minute taking for SLT meetings.
11. Ensuring work is distributed effectively between staff to manage office workloads
12. To liaise with parents, staff, other schools, outside agencies and suppliers as necessary
13. Where required deal with telephone enquiries, receive visitors ensuring all security and safeguarding procedures are followed
14. To show prospective parents and visitors around the school if required
15. To establish effective working relationships with external bodies as necessary

16. To undertake other duties which may arise from time to time, to be agreed with the Head Teacher

Premises

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations in conjunction with the estates team and ensure safeguarding requirements are met
2. Ensure the safe maintenance and security operation of all school premises
3. In conjunction with the caretaker, manage the maintenance of the school site including the purchase and repair of all furniture and fittings, preparing the PPM (Planned maintenance) and asset management register
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance including liaison with the TLP Estates team
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 such as catering, 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 SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
11. In liaison with the Head Teacher and Caretaker, prepare buildings develop plan for site and environmental development including costings
12. Ensure tendering arrangement for site projects are appropriate, manage the tendering process and liaise with outside contractors
13. To record and undertake the termly risk assessment for the school premises with the Caretaker. Report findings to LGB and Head Teacher.
14. To liaise with Caretakers re. contractor's visits and Annual Maintenance Schedules and ensure reports are uploaded to Parago and actions addressed
15. To manage with the Head Teacher the premises development cost centres.
16. With the Head Teacher develop job specifications to obtain quotes from contractors
17. To line manage the caretaking and cleaning team, ensuring QC processes are followed and high standards are delivered.
18. To keep an up to date register of Key Holders and maintain a key register
19. To maintain an IT asset management plan including registration, auditing and tracking of devices

Health and Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
4. 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
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

10. To monitor, identify and manage Health & Safety issues and maintain appropriate checks and documentation including those for compliance
11. To work alongside the caretaker to ensure Health & Safety documentation is uploaded to Parago
12. Plan, instigate and maintain records of staff training, fire practice and alarm test with the Caretakers
13. Ensure the Health & Safety policy is available to all staff
14. Ensure the Health & Safety policy is implemented at all times, put into proactive and is subject to review and assessment at regular intervals or as situation change
15. Prepare for TLP Health and Safety review, ensuring actions are addressed in a timely manner.
16. Provide annual Health & Safety updates and awareness at whole school training events
17. Ensure systems are in place to enable the identification of hazards and risks assessments
18. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Head Teacher and where appropriate the Health & Safety Executive

Team Management

1. To lead and manage the administration of the school, including recruitment, appointment, induction, appraisal and development of office staff to create a high-performing team who understand their role and the contribution they make to the overall success and effectiveness of the school.
2. To lead and manage the Caretaker and indirectly the cleaning team.
3. To lead and manage the Catering Manager and indirectly the kitchen team.
4. Liaise with the SLT over team performance and areas for development

Management Information Systems and Data Protection

1. To manage relevant MIS system including user setup for new staff
2. Manage year-end processes in MIS and new year structure set up with Administrator
3. Oversee end of key stage test data submission with Administrator
4. To over-see maintenance of pupil's records including production of CTF forms, admissions register and admission forms by the senior admin lead
5. Ensure administration processes are fully GDPR compliant
6. To manage the school's computerised administrative systems and advise the Head Teacher on use/development of Admin specific systems
7. Liaise with ICT Network supplier on issues and book onsite visits/repairs and new staff accounts
Oversee and maintain the electronic calendar to be shared with all staff
8. To be the School's GDPR lead, ensuring data management and sharing is robustly controlled and reporting and dealing with any GDPR breaches