

**Job Purpose**

- 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 their duty to ensure that the school meets its educational aims.
- 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.  
The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information an ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

**Major Tasks****Financial Resource Management**

- Support the School's Strategic Financial Manager to lead the financial management of the school, including responsibility for setting, monitoring and evaluation of the budget and being responsible for the management of expenditure from the school budget.
- Use the agreed budget to actively monitor and control performance and procurement to achieve value for money.
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and use comparative data and internal information to proactively plan for the future.
- Present timely and costed proposals, recommendations or bids.
- Be responsible for the computerised financial system ensuring that there is accurate recording data relating to the ordering, scheduling, receipting and paying of goods and services, ensuring that financial deadlines are met and checking of all monthly reconciliation processes.
- Ensure the preparation and presentation of all financial matters as required by the Headteacher, Schools Auditors and Governors, including SFVS requirements.
- Work with the school's LA building surveyor and Site manager to oversee the tendering and monitoring of contracted services and contracts.
- Manage and develop school income through lettings, after school clubs and wrap around childcare provision.
- Ensure that the school complies with all financial regulations.

**Human Resource Management**

- Oversee all procedures relating to staff recruitment and liaise with Dudley Council regarding employees' contracts.
- Act as primary link for any member of staff with ill health issues and follow guidance re referrals from Dudley Council.
- Support the HT to hold return to work meetings.
- Be responsible for the maintenance of staff absence and insurance schemes.
- Oversee all payroll matters, including submission of reports to Dudley Council.

- Ensure all personnel files are maintained in good order and that safer recruitment procedures are followed when appointing staff.

#### **Administration Management**

- Ensure the smooth and efficient running of the school reception office and administrative team.
- Ensure that information and returns are sent to central and local government and other agencies and stakeholders within statutory guidelines.
- Ensure that Professional Development reviews are in place for the site supervisor and administrative staff.

#### **Premises Management**

- Manage facilities including use of premises and associated income.
- Oversee all general building works and projects.
- Oversee the safe maintenance and security of the school premises.
- Manage, monitor and review appropriate site service contracts, service level agreements and school licenses.
- Ensure school services, e.g. catering, cleaning, etc. are monitored and managed effectively, in line with all school support staff functions.
- Ensure adequate school insurances are in place and advise the Governors on appropriate insurances for the school and implement and manage such schemes accordingly.

#### **Health and Safety**

- Ensure that the school's Health and Safety policies are clearly communicated and available.
- Ensure that the Health and Safety policy is subject to regular review and assessment with changes implemented as necessary.
- Oversee the completion of the Annual Audit and act on any recommendations as required.

#### **Governors**

- Work with nominated Governors for specific areas and respond to queries and proactively inform them as appropriate.
- Have an understanding of Governance and the annual cycle of meetings.
- Attend Governors' meetings, presenting papers as required.
- Ensure all paperwork for all Governors' meetings and sub-committees' meetings is maintained in good order.

#### **Information Governance**

- Lead on all aspects of Information Governance to ensure compliance.
- Liaise with Your IG at the Local Authority and implement their guidance accordingly.

#### **General Support to the School**

- To prepare such reports as may be required arising from relevant aspects of the job.
- To undertake any other duties appropriate to the level of the post that may be required by the Headteacher in consultation with the post holder.
- To actively promote the values/ethos of the school acting as a positive role model to all members of the school community.
- To take a proactive role to ensure ongoing professional development.
- To lead on/contribute towards all statutory and statistical returns as appropriate.
- To liaise with and establish effective working relationships with external bodies as required.

### **Contacts & Relationships**

- Prepare information for publications and returns for the LA and other agencies and stakeholders within statutory guidelines.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and follow safer recruitment protocols.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice with particular reference to GDPR
- Seek and make use of specialist expertise in relation to HR issues
- Monitor, assess and review contractual obligations for outsourced school services
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly

### **Other Responsibilities**

- Establish and use effective methods to review and improve administrative systems
- Use financial benchmarking, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Ensure contingency plans are in place in the case of technology failure or emergency.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
- Monitor the way policies and procedures are actioned and provide support where necessary
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, when required.
- Maintain the school's Single Central Records and ensure that school is fully compliant with Safer Recruitment processes.
- Support the HT and Site Manager to plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- 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
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive

### **Decisions**

- Recommend changes in school policy and practise such as the changing of suppliers, securing lettings and reviewing charging and remissions advice to ensure that the financial integrity of the school is upheld.
- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Evaluate the school's strategic objectives and obtain information for workforce planning

**Management & Supervision**

- Act as direct line manager for the administrative team, and site manager
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**Supervision Received**

- Performance managed by Head Teacher
- Works independently, setting own priorities

**Complexity**

- This is a very diverse post that can entail many levels of skill sets and pressure of meeting deadlines

**Other**

The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The post holder will be expected to actively follow Dudley Council policies, including those such as Equal Opportunities, Human Resources, Information Security GDPR and Code of Conduct etc.

The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

## Person Specification

Criteria	Standard
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE education to include English Language and Maths (or equivalent)</li> <li>• Relevant recognised professional qualification in finance, accounting or business administration</li> <li>• Record on Continuing Professional Development</li> <li>• CSBM or an equivalent qualification e.g. NVQ level 4 Business</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>• Financial administration experience</li> <li>• Knowledge of ICT packages e.g. finance, Agresso, Arbor, School money (desirable)</li> <li>• Supervisory or staff management experience and able to lead/motivate staff (desirable)</li> <li>• Experience of change management (desirable)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of First Aid</li> <li>• Knowledge of relevant polices/codes of practice &amp; awareness of relevant legislation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal style &amp; behaviours</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders)</li> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Ability to demonstrate enthusiasm and sensitivity whilst working with others and a caring attitude towards staff, students, parents/carers</li> <li>• Ability to initiate and manage change</li> <li>• Ability to be firm when required and make difficult decisions</li> <li>• Evidence of being able to sustain effective working relationships with staff, Governors, parents/carers and the wider community</li> <li>• Reliability, resilience and tenacity</li> <li>• Humour, warmth and energy</li> <li>• Excellent time management and an ability to prioritise effectively and work under pressure</li> <li>• A willingness to give additional time to the school in actively supporting out of school activities e.g. attendance at school fundraising events, community events etc (desirable)</li> </ul>