

Job title:	School Business Manager
Whole school accountability:	School Business and administration
Grade:	PO6 spine points 41 to 44 (£56,436 to £59,574)
Responsible to:	The Headteacher
Supervisory responsibility:	Administrative and Premises Team

Main purpose of the job:

- To be the school's leading support staff professional, promoting the highest standards of business ethos within the administrative functions and work strategically as part of the Senior Leadership Team to assist the headteacher in their duty to ensure that the school meets its educational aims.
 - To be responsible for managing the strategy and operation of the business functions of our school including financial resource management, management information, health and safety management, human resource management, compliance, administration management and facility and property management.
 - To advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.
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Duties and Responsibilities:

Leadership and Strategy

- Be responsible for line-managing the administrative and premises team, including carrying out long-term resource planning, reorganisation and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
- Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Support the headteacher in planning and managing change in accordance with the school development and long term strategic plan, ensuring effective use of resources

Financial Management and Fundraising

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the Governing Body
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school development plan
- Research other sources of funding and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer, maximising income through lettings and other activities, including additional income revenue and funding sources
- Ensure the effective and efficient operation of the finance and administrative team, delegating tasks to finance/office/administrative staff where appropriate
- Advise the headteacher and governors if fraudulent activities are suspected or uncovered
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules and monitor the effectiveness and implementation of agreements and the schools scheme of delegation
- To ensure that all finance procedures are carried out in line with current regulations and school/LA financial regulations

Human Resources

- Manage the school's payroll provision with the payroll provider
- Ensure that all recruitment, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Ensure the school's equality policy is clearly communicated to all staff in school
- Advise on HR issues within school and liaise with the external HR provider
- Alongside the SLT conduct reviews of the school's staffing structure to ensure effective deployment of staff, financial efficiency and future workforce planning including reorganisation
- Support the leadership team in the recruitment, performance management, appraisal and development for all none teaching staff
- All recruitment is in line with safer recruitment
- Overall responsibility for Single Central record

**Jubilee Primary School
School Business Manager**

- Support the leadership team by ensuring all stakeholders have a clear understanding of the policies and procedures and the importance of putting them into practice
- Ensure the school's equality policy is clearly communicated to all staff in school

Health and Safety

- Ensure there is effective maintenance of the school site through monitoring and line management of the premise team, including delegating effectively to the school's premise manager
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety and first aid training for staff
- Ensure First Aid policies and procedures are compliant, robust and reflect the latest legislation
- Act as the school's Health and Safety Lead
- Ensure the school's written Health and Safety Policy Statement is clearly communicated and available to all stakeholders and that it is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health and Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school, Keeping Children Safe in Education
- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the headteacher any incident of this nature you witness, hear about or suspect

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Ensure the asset register is updated and reflective of the school's assets

Administration Management

- Manage the whole school administrative function
- Design, maintain and improve administrative systems that deliver outcomes based on the school's aims and goals
- Manage and develop systems and link processes that interact across the school to form complete systems and that will enable value for money decisions for those managing resources
- Use data analysis, evaluation, communication and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Prepare information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body

**Jubilee Primary School
School Business Manager**

- Be the school's Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues GDPR
- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems

Facility and Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises so that there is a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure the continuing availability of utilities, site services and equipment
- Follow best practice in property management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored, reviewed and managed effectively

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Work alongside the strategic lead for ICT to ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- 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
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

General Duties

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010 and develop respect for all
- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst

**Jubilee Primary School
School Business Manager**

maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community

- Participate in training and other learning activities and performance development as required
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs; participate in training and other learning activities and performance development as require
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and comply with and develop school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.