



JOB DESCRIPTION

Job Title:	School Business Manager
Responsible to:	Headteacher
Responsible for:	Finance Officer, Senior Site Officers, Office Manager, Cleaners, Cover Supervisors, Midday Supervisors
Grade/Pay Range:	PO7

Job Purpose

The School Business Manager is the school's leading support staff professional and works as part of the Senior Management/Leadership Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.

The School Business Manager is responsible for providing professional leadership and management of number 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.

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, Management Information and ICT, Human Resource Management, Facility & Property Management and Health & Safety Management of the School.

The School Business Manager will be responsible to the Headteacher for ensuring the general good order and discipline of the school, and in the implementation of the School Improvement Plan (SIP) and all policies. All staff are expected to have a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community. It is essential that the academic, pastoral and support frameworks of the school are seen as inter-related.

The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Responsibilities

Leadership & Strategy

1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee 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 business related functions
4. Plan and manage change in accordance with the school development / strategic plan.
5. To lead and manage a number of school support staff including managing the appraisal of support staff

Financial Resource Management

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Head Teacher, Governors and Board of Trustees for approval and assist the overall financial planning process
3. Discuss, negotiate 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. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
8. Seek and make use of additional specialist financial expertise where necessary
9. Through line management of the Finance Officer ensure that:
 - all financial policies and procedures comply with legal and regulatory requirements
 - the implementation of Financial policies and procedures are monitored
 - all relevant people are provided with ongoing budgetary information
 - maximise income through lettings and other activities, and actively seek other funding opportunities
10. Identify additional finance required to fund the school's proposed activities
11. Present timely and fully costed proposals, recommendations or bids
12. Procure goods and services that supports education delivery ensuring that:
 - All procurement activities comply with regulatory frameworks and legislation
 - all contracts are appropriated and managed to appropriate time scales and best value is achieved with the school improvement priorities at the heart of decision making
 - formal finance agreements are in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
 - the effectiveness and implementation of agreements/contracts is effectively monitored
 - a contract register is maintained, and contracts regularly reviewed and renegotiated

13. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
14. Systematically audit finance procedures/systems in preparation for statutory audits
15. Be responsible for ensuring compliance with the Academies Trust Handbook and other key financial guidance and legislative requirements.
16. Produce monthly management accounts and share with Headteacher and Chair of Governors for scrutiny

Administration Management

1. Oversee the whole school administrative function and ensure relevant managers are facilitated to lead all other support staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals Manage systems and link processes that interact across the school to form complete systems
3. Define responsibilities, information and support for staff and other stakeholders
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 maximum 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 DfES, LEA and other agencies and stakeholders within statutory guidelines.

Management Information Systems & ICT

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 regulations 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 the 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. Ensure the schools vision and strategic objectives are supported through effective recruitment, retention and workforce development plans that identify the types of skills, knowledge and experience required to undertake existing and planned school developments
2. Ensure all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and that the implementation of HR policies and procedures are monitored

3. Ensure the school's equality policy is clearly communicated to all staff in school

Facility & Property Management

1. Ensure the supervision of relevant planning and construction processes are 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 PFI contracts and the purchase and repair of all furniture and fittings for non PFI parts of the school
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 SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & 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 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
4. Enable regular consultation with people on health and safety issues
5. Ensure systems are in place and regularly reviewed to enable the identification and management of hazards, including risk assessments and emergency recovery plans
6. 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
7. Ensure the maximum level of security consistent with the ethos of the school
8. 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

For Connaught School staff in general:

- Enhanced DBS check.
- The post holder must at all times carry out his/her responsibilities with due regard to Connaught's policies, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Connaught's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people you are responsible for or come into contact with.

- Strong commitment to furthering equalities in both service delivery and employment practice
- To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
- To actively support the school's school improvement priorities
- To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- Checking emails on a daily basis to keep up to date with issues communicated within the school.
- To participate in appraisal reviews, in line with school policy.
- To manage both internal and external relationships, striving for excellence
- To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
- A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
- To adhere to the Whistleblowing Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

Name of post holder

Signature

Date