

SCHOOL BUSINESS MANAGER

NJC GRADE I - MBC

JOB DESCRIPTION

Key purpose:

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, premises management, whole school administration, management information systems and compliance.

They will 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.

Principle tasks:

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development in order to anticipate the needs of the school and provide timely and effective support.
- Manage and deliver a high quality administration service to the school.
- Under the direction of the Head Teacher, 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 and are fully prepared to meet OFSTED financial criteria.
- Ensure that legal and safety requirements with regard to people and property are maintained. Take responsibility for and lead school on risk assessment and the management of health and safety across the school.
- Be responsible for the school site and its buildings, their maintenance, development and efficient use. Direct and oversee new building projects to ensure the best possible environment for teaching, learning and education.
- As a member of the Senior Leadership Team, attend leadership meetings as and when required.
- Attend meetings of the full governing body as necessary.
- Ensure all policies and procedures are in place and communicate them to staff.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.
- Utilise the schools website and prospectus to improve communications with 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.
- Liaise with relevant members of the LA.
- To deputise for the Head Teacher as required in relevant fields of expertise.

Financial management and fundraising

- In partnership with the head teacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Support the head teacher in the preparation of the schools budget, submit to the governing board and implement the financial decisions. Prepare all financial reports.
- Use complex Excel spreadsheets to monitor the budget advising the head teacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the head teacher to make strategic, long-term decisions.
- Comply with financial reporting requirements, submit statutory returns and ensure school meets all statutory and legal requirements concerning information and financial management, liaise with external auditors, other external organisations and the Local Authority.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, clear records are kept and robust financial controls and procedures are in place.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan, including identifying and developing new funding streams and writing bids to secure extra funding for the school.
- Use financial information, including benchmarking tools, to identify areas of relative spending, assess trends and advise the SLT and governors accordingly.

- Attend governors' Finance and Staffing committee meetings and present strategic financial management reports.
- Be responsible for the financial management of any new projects.
- Maintain an assets register.
- Maintain register of pecuniary interests.
- Ensure staffing figures in relation to salaries are up to date.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage the schools lettings.
- Liaise with and provide all required information by the Local Authority Auditors and implement recommendations.
- Responsible for maintaining the FMSIS (Financial Management Systems in Schools) standard.

Human resources

- Manage the school's payroll provision with the payroll provider.
- Ensure recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the external HR provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Undertake Safer Recruitment and Safeguarding training and be responsible for general personnel matters including employment clearance processes.
- Provide leadership and guidance for clerical and site staff including appraisal and development.
- In liaison with the head teacher, deal with all day to day staffing issues.
- To lead and manage the MBC staff absence policy including completion of monthly staff absence returns, return to work information and timesheets.
- Ensure all payroll data is completed in a timely manner to enable effective operation of the payroll function.
- To oversee and monitor contracts, hours etc. of all staff in school and advise the head teacher accordingly.

Health and safety

- Be responsible to the head teacher and governing body for the maintenance and upkeep of school buildings and grounds to ensure an attractive and vibrant learning environment.
- Ensure all activities conform to current health and safety legislation.
- Manage the planning and implementation of new capital projects.
- Ensure school identifies, assesses and manages risk in line with statutory requirements.
- Monitor and implement schools Health & Safety policy to comply with current legislation and to ensure the safety of all in the school.
- Oversee premises support staff including caretakers and cleaners employed by an outside contractor whilst in school.
- Monitor the cleaning contract to ensure efficiency, effectiveness and value for money and prepare any necessary tender documents for renewal or change of contract.
- Monitor grounds maintenance contract to ensure efficiency and value for money and prepare and tender documents for renewal or change of contract.
- Maximise use of the accommodation both by school and outside agencies.
- Attend H&S meetings and provide detailed costing lists to enable school to plan for future development improvements, both with the Asset Management Plan and with budget constraints.
- Manage and control all insurance records including LA policy and all risks policy.

- Be responsible for evaluation and preparation of long-term development / refurbishment plans to the school premises.
- Organise health and safety training for staff.

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.
- Monitor and update risk assessments.

Administration

- 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 head teacher and governing body.
- Co-ordinate and plan for the effective provision of ICT resources at the school including hardware / software and the efficient running of the IT support service.
- Manage the efficient and effective running of the general office including reprographics, records and telephones.
- Ensure inventories are maintained and all statutory and statistical returns are completed as appropriate.
- Manage and develop the schools computerised management information system and admin/curriculum systems links.
- Provide support to Educational Welfare Officer to improve attendance.
- Liaise with the LA, DfE, feeder and destination schools.
- Arrange and maintain records for school visits including arranging insurance for visits outside Middlesbrough.
- Clerk governors sub committee meetings.
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Contribute to the school's overall development as an active member of the SLT to ensure that the team operates on the basis of shared and collective responsibility and to provide united and coherent leadership and management for the school.
- Establish effective working relationships with external bodies as necessary.
- Take a lead role in securing donations from grants and fundraising activities.
- Arrange and monitor all first aid qualification training for staff
- The post holder may be required to undertake other duties as directed by the head teacher.

Interpersonal skills:

The nature of the post will bring the post holder into contact with a wide range of people, both inside and outside of school and the post holder will be expected to maintain excellent relationships with all of the following:

Chair and members of the governing body

All staff

Parents and pupils

Officers and representatives of the LA at all levels

Outside agencies including contractors and supplies.

