|  |
| --- |
| **Job Description** |
| **Department** | Business and Administration Department |
| **Post Title:** | School Business Manager |
| **Salary Scale/Range** | MB4 NJC Points 34 to 40 (£42,403 to £48,474) (Pro rata £39,522 - £45,180) |
| **Hours**  | Full time (37 hours per week) Term Time plus 4 weeks.  |
| **Permanent/Fixed Term** | Permanent |
| **Posts Responsible to** | Headteacher and Deputy Headteachers |
| **Posts Responsible for** | Administration Team, Site Team, Finance Officer, Reprographics Technician, ICT Team. |
| **Role Purpose**:The School Business Manager is the school’s leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in their duty to ensure that the School meets its educational aims. As a member of the Senior Leadership Team, the School Business Manager works strategically in order to assist the Headteacher in leading and managing 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 will lead multiple teams, managing and coordinating a wide range of areas and is responsible for the school’s Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management. The School Business Manager is responsible for providing professional leadership and management of school business support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school. |

|  |
| --- |
| **Key Accountabilities/Primary Responsibilities:**Tasks that may be carried out in this role include, but are not limited to:**Reception*** General Duties

**Leadership & Strategy** * Attend Senior Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings.
* Play a major role in formulating and reviewing the aims and objectives of the school.
* Provide Governors with professional advice and guidance with regards to Finance.
* Take responsibility for decisions relating to Finance, ICT Infrastructure & Administration.
* In the absence of the Headteacher, take responsibility for delegated areas and subsequent decisions.
* Provide strategic leadership to all staff and manage agreed school support staff.
* Contribute towards the management of emergencies.
* To implement the support staff appraisal system.
* To review job descriptions for agreed line managed support staff.
* Negotiate and influence strategic decision making within the school’s Senior Leadership Team.
* Play a major role in formulating and reviewing the School Improvement Plan.
* Plan and manage change in accordance with the School Improvement Plan and establish policies through which this shall be achieved.
* Preparing for any Ofsted inspection and implementing the resultant action plan as may be directed by the Governing Body.
* As a member of the SLT, contribute towards effective Inset.
* Attendance at school events as an SLT representative.
* General supervision of pupils on the school site, between lessons, at break time and at lunch.
* Provision of pastoral care as and when required.
* Act as mentor for pupils with difficult circumstances.

**Financial Management** * Compile and evaluate financial information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
* Submit the proposed budget to the Head Teacher and support the management of the overall financial planning process.
* Contribute the budget planning process with the Head Teacher and other Trust stakeholders.
* Use the agreed budget to actively monitor and control performance to achieve value for money.
* Identify and provide reports for the Head Teacher and Governors detailing the causes of significant variance and take prompt corrective action.
* Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
* Provide ongoing budgetary information to relevant people.
* Review school systems and analyse risk. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
* Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets.
* Identify additional finance required to fund the school’s proposed activities.
* Seek and make use of specialist financial expertise.
* 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.
* Monitor the effectiveness and implementation of agreements.
* Select types of investments, which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
* Manage the accounting function, including expenditure, income, grants, capital funding.
* Apply accounting principles and ensure appropriate accounting control procedures are in place.
* Compile and analyse financial information to prepare financial statements including monthly and annual accounts.
* Ensure financial records are maintained in compliance with agreed policies and procedures.
* Ensure all financial reporting deadlines are met, including associated financial returns.
* Support accurate and timely monthly and year end closure of accounts.
* Resolve accounting discrepancies and irregularities.
* Ensure correct accounting treatment of VAT, monitor, and support taxation issues.
* Develop and maintain financial databases.
* Assist in the preparation of accounts for financial audit and support the audit process.
* Ensure accurate and appropriate recording and analysis of revenues and expenses.
* Analyse financial information to recommend or develop efficient use of resources procedures, provide strategic recommendations and maintain solutions to business and financial problems.
* Provide training and guidance to all staff regarding financial procedures.

**Administration Management** * Manage the whole school administrative function and lead all support staff.
* Using a range of office software 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
* Define responsibilities, information and support for staff and other stakeholders
* Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
* Establish and use effective methods to review and improve administrative systems.
* Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
* Benchmark systems and information to assess trends and make appropriate recommendations.
* Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.
* Ensure that records are managed effectively and accuracy is maintained.
* Respond to enquiries and complaints from a wide range of people.

**Management Information Systems & ICT** * Support the use of SIMs management including cover, census and data monitoring by business support staff including in the event of absence.
* 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.
* 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.
* Manage the planning of and support the Network manager with the implementation of alterations to the school network.
* Manage and develop upgrades to the school’s telephony system.

**Human Resource Management** * Manage the payroll services for all school staff including the management of pension schemes and associated services.
* Ensure the school’s equality policy is clearly communicated to all staff in school.
* Manage recruitment, performance management, appraisal and development for all support staff.
* Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
* Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
* Monitor the way policies and procedures are actioned and provide support where necessary.
* Seek and make use of specialist expertise in relation to HR issues.
* Evaluate the school’s strategic objectives and obtain information for workforce planning.
* Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
* Carry out induction of all support staff and provide advice and guidance for the induction of teaching staff.
* Provide training to Governors and all staff in a wide variety of areas, such as Health & Safety, IT, Finance, Management Skills.
* Provide coaching, support and guidance to Middle Managers (both teaching & support staff) on staff management issues / personnel issues.
* Provide information and guidance to the Headteacher on absences, disciplinaries, grievances and sickness for teaching staff.
* Plan and implement procedures for ensuring safety and security, including the management of the DBS file.

The School Business Manager will lead a number of key areas at strategic level, working alongside the Headteacher. The School Business Manager will lead these aspects, seek advice from the Headteacher, and report to the Headteacher and Governing Board / Trustees as appropriate.These areas will be finalised annually, and may be amended to suit the particular need of the school.**School Ethos & Culture*** To act as an integral part of the Administration Department providing support to complement operational needs for team members as and when required.
* Promote & contribute to the overall School ethos/values/ and aims of the School & Trust applying it in all daily work activity

**Flexibility**To deliver services effectively, a degree of flexibility is needed and the post holder may be required to complete work not specifically referred to above and occasionally to work outside normal working hours.***This job description is renewed on a regular basis at the time of the Annual Performance Review to ensure it accurately reflects the role being undertaken****.* |
| **Professional Development** * Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
* Be a professional role model, and understand and promote the aims and the values of the Trust
 |
| **Safeguarding and Promoting the Welfare of Children and Young People** * The School Business Manager is required to adhere to the statutory guidance ‘Keeping Children Safe in Education’ and lead on the Trust’s policies and procedures in relation to safeguarding at all times ensuring alignment to *‘Keeping Children Safe in Education’* guidance.
 |
| **Data Protection** * The School Business Manager is expected to comply with the provisions of GDPR and the Data Protection Act 2018, the Freedom of Information Act and follow all of the Trust’s information governance policies and procedures at all times.
* Any information the School Business Manager has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or Authority without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the School Business Manager from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.
 |
| **Equality and Diversity** * The School Business Manager is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
* The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.
 |
| **Health and Safety*** The School Business Manager has a duty to take care of their own health, safety, and that of others who may be affected by their actions at work.
* The School Business Manager must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times.
 |

|  |  |
| --- | --- |
| Staff Member Name |  |
| Signature |  |
| Date |  |
| Manager Name |  |
| Signature |  |
| Date |  |

*The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.*