



Job Description: School Business Manager

Contract Term:	Permanent
Full Time:	Hours: 36.25 per week
Pay Range:	Grade: SM4CC (Points: 1 – 5 £58,878 to £65,059)
Reporting to:	Headteacher

Stretford Grammar School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Job Purpose

This role is **key** to helping all students maximise their potential, in line with our values, ethos and expectations

To support the Headteacher in dealing with complex leadership, financial, management and organisational challenges, to help the school and its governing body achieve their goals and aspirations for staff and pupils and the wider community

As a member of the Senior Leadership Team the post holder will be responsible for the strategic direction and leadership of the school support service, including all aspects of budgeting, financial management and performance management, estate management, administration, catering and technical support, ensuring that all legal and governance requirements are satisfied

To lead the school's premises strategy to ensure the best possible environment for teaching, learning and education

Strategic Leadership

1	Develop and lead a highly motivated team of support staff to support the vision for the school and deliver effective support services across the school
2	Plan and manage staffing and organisational change in accordance with the school development/strategic plans
3	Negotiate and influence strategic decision making within the Senior Management Team
4	Lead on the strategic development of business continuity plans
5	Attend Full Governing Body Meetings, appropriate Governors Committee Meetings and Senior Leadership Team Meetings

Finance and Resource Management

1	Advise the Headteacher/Senior Leadership Team and Governing Body on investment and financial policy, preparing appraisals/scoping project/preparing bids for specific projects and for the development of a business plan for the future development of the school
2	Maximise income generation e.g. external grants, business, sponsorship, funding within the strategic objectives/ethos of the school, and act as point of contact for grant applications, gifts and other donations
3	Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
4	Use financial management information, especially benchmarking, to identify areas of relative spend, assess trends and directly advise SLT and Governing Body
5	Be responsible for the preparation of the annual budget and delivery of short, medium- and long-term financial plans for the school
6	Be responsible for the compliance with all financial procedures in the school, including internal and external audit requirements
7	Oversee the effective management of expenditure within agreed budgets and take a lead role in the strategic planning, monitoring and evaluation of cash flow and budgets
8	Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
9	Prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines
10	Implement the approved insurances and handle any claims that arise
11	Take a lead role in establishing effective links with local businesses and within the community

Administration and Management

1	Lead on the effective planning, development, design, organisation, implementation and monitoring of support systems/procedures/policies
2	Establish and use effective methods to review and improve administrative systems
3	Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
4	Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines
5	Ensure there is an effective clerking service in place for the governance of the school

Resource Management

1	Lead and manage the support staff of the school, including recruitment, appointment, induction, appraisal and development, to create high performing teams which understand their role and the contribution they make to the overall effectiveness of the school
2	Provide general advice and guidance to staff and others on personnel issues and to act as a point of contact for personnel matters
3	Ensure the effective management of contract administration for employees, including ensuring appropriate clearances have been completed prior to staff commencing work
4	Give advice to Governors and Headteacher on employment related matters e.g. assessment of salaries, expenses, sickness and maternity procedures, equal pay, sex discrimination, redundancy and other matters of dismissal and ensure compliance with legislation through the implementation of policy within the school
5	Provide a comprehensive payroll service for all school staff, including operation of the various pension schemes and other deductions in which the school participates.
6	Attend employment tribunals as necessary
7	Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential

Facility and Property Management

1	Ensure the supervision of relevant planning and ensure that any construction processes are undertaken in line with contractual obligations
2	Ensure outsourced school services are monitored and managed effectively
3	Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
4	Ensure activities of all areas of the school conform to current Health & safety legislation and that the accommodation is maintained effectively
5	Oversee the supply of lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc
6	Ensure emergency procedures are current and timely.
7	Manage the security of the whole school site
8	Ensure the maintenance and manage the upkeep of boundaries, footpaths, roads, rights of way, playing fields, gardens, all-weather surfaces, tennis courts, land drainage etc.
9	Ensure the school provides a healthy catering service, conforming to the governments Healthy Schools Programme

About You

Qualifications	Essential - A degree or other equivalent professional qualifications.
	Desirable: - Finance qualification or similar accreditation - Relevant professional management qualification - Experience of work as a School Business Manager in a school or similar organisation

Experience and Knowledge

1	Administrative experience, including the management and operation of administration systems and procedures, including audits
2	Experience of managing budgets and financial reporting systems
4	Use of IT including Microsoft Office, also to analyse data
5	Experience of leadership of a team of staff, ideally those not directly supervised throughout the day
6	Working knowledge of Health and Safety legislation
7	An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations
8	Experience of working effectively with a wide range of external partners
9	Knowledge and understanding of Child Protection and Safeguarding legislation
10	An understanding of school management issues and the role of the Governing Body
11	Experience of reporting systems used in school environments
12	Experience of performance management appraisal for staff
13	Knowledge of managing personnel procedures, including managing the sickness absence
14	Knowledge and understanding of Child Protection and Safeguarding legislation
15	Experience of managing change and introducing initiatives

Skills

1	Excellent organisation skills
2	Experience in marketing and revenue generation
3	Ability to organise own workload and priorities on day-to-day basis using own initiative
4	An ability to consult and share decision making with the senior leadership

Core Values

1	Display a deep commitment and empathy to the values and vision of the school through the demonstration of Ambition, Respect and Endeavour in daily work and ensuring every child has an opportunity to 'shine'.
2	High standards of professionalism with regards to confidentiality and discretion

3	Willingness to take on other roles and responsibilities within the team
---	---

4	To be able to conduct your work with empathy, kindness and good humour
---	--

This job description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year, and it may be subject to modification or amendment at any time after consultation with the post-holder and the Headteacher/or his representative.

Signed:	
---------	--

Name:	
-------	--