

**School Business Manager**

**Job Description**

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| **Pay Scale/Grade:** | NJC Scale Points 28 to 34 £27342 to £32637  Actual salary £26460 - £30960 (depending on skills/experience) |
| **Contract** | Permanent – 38 hours a week, 47.8 weeks per year (subject to change after annual review) |
| **Reports to:** | Headteacher, Regional School Business Manager |
| **Responsible for:** | Administration staff, Catering Managers, Caretaker/Premises Manager, Other site staff |
| **Liaison with:** | Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Students, Contractors, Stakeholders |

1. **JOB OUTLINE**

**1 a) REASON JOB EXISTS AND PURPOSE**

* The School Business Manager promotes the highest standards for business ethos within administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy’s learning objectives.
* The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management areas
* To operate, maintain and develop the administrative and financial procedures and systems of the Academy in co-operation with the other members of the Senior Management Team and Governors
* To ensure the efficient of all facilities on the site
* To advise the other members of the Senior Management Team on matter so as to contribute to the successful and effective operation of the Academy in meeting its educational aims

**1 b) MAIN AREAS OF RESPONSIBLITY**

**Leadership & Strategy**

* To function as a member of Senior Leadership Team (SLT), ensuring that the decision making is part of a shared process
* Attend Senior Leadership Team meetings and school events as required
* Attend full Governing Body and appropriate Governor’s sub-committee meetings
* Negotiate and influence strategic decision making within the Academy’s Senior Leadership Team
* Plan and manage change in accordance with the Academy development plan
* Promoting the Academy within the community

**Financial Resource Management**

* In consultation with the Senior Team and Governors prepare, submit and monitor a realistic and balanced budget for academy activity and to achieve value for money
* Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
* Propose revision to the budget if necessary, in response to significant or unforeseen developments
* Provide ongoing budgetary information to relevant people
* Advise the Head and Governors if fraudulent activities are suspected or uncovered
* Maintain a strategic financial plan that will indicate the trends and requirements of the academy development plan and will forecast future year budgets
* To prepare financial returns for the DfE, ESFA, LA and other central and local government agencies with statutory deadlines
* To monitor all accounting procedures and resolve any problems, including: The ordering, processing and payment for all goods and services provided to the Academy. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Preparation of invoices and collection of fees of other dues
* Identify additional finance required to fund the Academy’s proposed activities
* Seek and make use of specialist finance expertise
* Maximise income through lettings and other activities
* Select types of investments which are appropriate for the Academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return
* 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 their effectiveness and implementation

**Administration Management**

* Manage the whole academy administrative function including Academy Reception, reprographics and records
* To provide the preparation and production of all correspondence, records, policies and publications
* To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timelessness
* To be responsible for the systems and general management of the academy’s administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing
* Acting as Systems Manager for the administrative computer network
* Design, maintain and manage systems and link processes that interact and deliver outcomes based on the academy’s aims and goals to form complete systems
* Establish and use effective methods to review and improve administrative systems and ensure 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 DfE, ESFA, LA and other agencies and stakeholders within statutory guidelines
* To handle all other matters relating to the administrative nature which may arise

**Management Information Systems & ICT**

* In consultation with ICT coordinator:
* consider approaches for existing use and future plans to introduce or discard technology in the academy,
* consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
* ensure that the academy has a strategy for using technology aligned to the overall vision and plans for the academy ensuring value for money
* Communicate the strategy and relevant policies, including Data Protection for use of technology across the academy
* Ensure contingency plans are in place in the case of technology failure, and liaise with ICT support where necessary
* Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

**Human Resource Management**

* To be responsible for personnel matter relating to all staff, for the clearance for new staff- medical, child protection and to arrange the issue of contracts of employment
* To maintain confidential staff records
* Manage the payroll services for all academy staff including the management of pension schemes and associate services
* Prepare all payroll paperwork on a monthly basis, in line with published calendar, and liaise with MAT Payroll Agency and other external bodies
* Complete administration of forms for Government Pension Scheme and Teaching Pensions Agencies
* Maintain the School’s Single Central Record, keeping the information protected and always current
* Ensure the academy’s Equality Policy is clearly communicated to all staff
* Ensure that all Recruitment, Appraisal, Staff Development, Grievance, Disciplinary and Redundancy policies and procedures comply with legal and regulatory requirements
* To manage and co-ordinate the recruitment of all staff
* To line manage Administrative Staff, Catering Manager, MDA Supervisor(s) and Premises Manager
* To be responsible for professional development, appraisal and training of all Administrative, Catering, Midday and Site staff
* Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the academy and staff
* Seek and make use of specialist expertise in relation to HR issues
* Evaluate the academy’s strategic objectives and obtain information for workforce planning

**Facility & Property Management**

* Overall responsibility for the site and its development
* To compile and maintain asset registers
* To be responsible for the letting of the academy premises to outside organisations and staff, with particular reference to the development of extended services and the local community
* To maximise income generation and energy saving within the ethos of the academy trust
* Ensure a safe environment for the stakeholders of the academy; to provide a secure environment in which due learning processes can be provided
* Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
* Seek professional advice on insurance and advise the SLT on appropriate insurances for the academy and implement and manage such schemes accordingly.

**Catering**

* To manage the Catering Facility, including preparation and monitoring budget, preparing monthly and year end Trading Accounts, monitoring menu preparation and general administration of meals. To line manage catering staff to ensure, with the assistance of the Catering Support Consultant all Health and Safety regulations and food standards are met

**Health & Safety**

* Act as the school’s Health & Safety Coordinator and Fire Officer/Marshall.
* Plan, instigate and maintain records of fire practices and alarm tests.
* Ensure the school’s written health & safety policy statement is clearly communicated and available to all people.
* 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.
* Enable regular consultation with people on health and safety issues.
* Ensure systems are in place to enable the identification of hazards and risk assessments.
* 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 & Safety Executive.
* Ensure the maximum level of security consistent with the ethos of the Academy Trust.
* 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.

**Headteacher’s Personal Assistant**

* To act as a personal and confidential Personal Assistant to the Headteacher
* Dealing with correspondence, attending meetings, etc. on behalf of the Headteacher

**General**

* To participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
* To organise and attend key school events where necessary and required, such as Parents’ Evening, School Fairs, etc.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* Ensure that all duties and services provided are in accordance with the Academy’s Equal Opportunities Policy
* The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

**1 a) EQUALITIES**

Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.

**1 b) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**1 c) DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy’s pre-employment checks.

**1 d) ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools’ policies and practices.

***\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***

**2.** **ORGANISATION CHART**

***Head Teacher***

***Senior Management Team (including School Business Manager)***

***Teaching Staff TAs Admin and Premises Staff***

**3.** **SUPERVISION**

The jobholder is managed by the Headteacher and is a member of the school’s Senior Leadership Team.

The jobholder manages a team of staff who lead the support staff functions (such as finance, premises, staffing and administration) in the academy.

**4.** **JOB CONTEXT**

The jobholder provides leadership to all of the academy’s activities that are not directly related to teaching and learning.

**5.** **CONTACTS**

The jobholder will work with all members of staff in the academy and have contact with parents, governors and the Academy Trust.

**6.** **KNOWLEDGE, EXPERIENCE AND TRAINING**

* Experience of working at management level in a business/school environment.
* Relevant professional qualifications or experience in a relevant discipline (such as accountancy).
* Ability to organise, lead and motivate staff.
* Ability to persuade, negotiate and influence
* Ability to interpret statistics, regulations and guidance and to devise policy and practice in the light of these.

**7. JOB ENTITLEMENTS**

* Access to training and staff development according to personal development needs and the needs of the school
* Annual Performance Appraisal and reviews

**8. ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the academy.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

**9. REVIEW OF DUTIES**

* The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform any other duties requested by the Headteacher.
* The hours and weeks worked in this role will be reviewed annually, and may change annually as the Academy grows.

Signed colleague …………………………………………. Date ……………………………..

Signed Headteacher ………………………………………….. Date …………………………….