



## School Business Manager - Job Description

<b>Salary grade</b>	LBR 10-12 depending on level of experience
<b>Hours</b>	36
<b>Line Manager:</b>	<b>Headteacher</b>

### Purpose of the post

- To introduce and influence the business approach at Glade Primary School that achieves value for money, effectively uses resources and efficiently supports the work of the Headteacher and Senior Management Team
- To work closely with the HT providing strategic vision and leadership in all aspects of administration & data management, personnel and premises.
- To work creatively with the HT supporting the school's administrative, personnel and curricular functions, in order to manage change and support the agendas for raising standards.
- To contribute to the development of the school's strategic decision making as a member of its Leadership and Management Team.
- To lead and manage the school's administrative, Premises and After School Staff ensuring an effective service to the School and its stakeholders.
- To ensure effective and efficient financial management, including funding and promotion of the school (initiating bids and obtaining funding from outside agencies.)

### Duties and responsibilities

#### Strategic Role:

- To manage the development, monitoring and evaluation of school systems for human resources, estate management, whole school administration, data management and marketing, in order to respond to the changing needs of the school and achieve best value.
- Research, analyse and evaluate data, creating and presenting reports for the leadership team and governing body that validate the school's commitment to school improvement, high standards and the professional development of its workforce.
- Understand the effects and implications of government policies, legislation and directives and lead on the development of whole school strategies for their implementation as necessary.
- Lead and innovate administrative processes to deliver the priorities identified within the School Improvement Plan and to respond to the changing needs of the school.
- Comply with policies and procedures relating to child protection, health, safety & security, confidentiality and data protection.
- Take a lead role in marketing & promoting the school.
- Contribute to the overall ethos/work/aims of the school.
- Responsibility for the day to day health and safety across the school.
- To develop the school site in line with long-term strategic vision and school priorities.

#### Staff Management:

- Lead on the administration of recruitment of staff, managing the associated employment procedures.
- Act as line manager, for the administrative, premises and After School Teams also being responsible for organising their performance management, CPD, and deployment as necessary.
- Be responsible for creative decisions about staff deployment and departmental structure in order to meet the school's needs.
- Lead regular team meetings with managed staff.
- Take a lead role in the organisation and development of induction, mentoring and performance management systems for the administration staff, Premises and After School staff.
- Ensure the monitoring of holiday leave for all staff.

- Work with the Headteacher to develop and maintain all recruitment, induction and mentoring packages and systems.

### **Health and Safety**

- To ensure that the school conforms to Health & Safety legislation.
- To manage Health and Safety inspections.
- Maintain records of incidents and to report them to the Borough H & S team as required.
- To ensure that the relevant inspection records are kept.
- To lead on Health and Safety Audits.
- To attend Borough-run Health & Safety update meetings.
- To contribute to and provide administration of internal Safeguarding meetings.

### **Data Management:**

- Oversee and liaise with the Data Manager
- To oversee accurate data and administrative systems are maintained to meet the changing needs of the school.
- To ensure training for relevant staff in the use of data and admin systems and for the provision of the highest standards of professional front line customer care.
- Using detailed reports, documentation, profiles and targets, work innovatively to create audience appropriate reports for the Leadership Team, Governing Body, LA, DFE and other outside bodies, teachers and parents.
- Oversee the management of the school's pupil data base, admission and pupil attendance data.
- Manage systems for staff absence in line with LBR procedures.
- Manage and develop an annual calendar of requirements, and form strategies to address specific requirements.
- Liaise with the Leadership Team.

### **Financial Management:**

- To ensure efficient and effective financial management.
- Monitor the school accounting and business functions, ensuring operations comply with government (HM Revenue and Customs and DFE) LA and audit requirements.
- Enable efficient management and monitoring of budgets and payroll.
- Support the long term financial priorities of the school in line with the identified targets for school development and a 5 year budget, ensuring it is sustainable.
- Review and monitor termly financial statements to the Finance Committee/ Full Governing Body, on the school's income and expenditure statements and any other financial matters as required.

### **Estate Management:**

- Introduce a regular programme that reviews et al
- Regularly review the premises with the Site Manager to ensure a strategic maintenance plan for site improvement.
- Project-manage premises developments, deciding outcomes with the HT and be responsible for the planning and implementation phase of all contracts.
- Lead the caretaking team to ensure the school buildings are safe and well maintained.
- Create and manage systems to ensure the school's compliance with Health and Safety legislation and regulations.
- Manage and develop effective maintenance systems & service contracts to ensure the efficient operation of all facilities on the property.
- Be responsible for the maintenance of our school inventory systems and the organisation and disposal of stock.
- Be responsible for charging and letting systems.
- Oversee maintenance records for building related matters such as asbestos/fire/alarm/electrical and mechanical systems.
- Process and report any issues in respect of theft or damage to any part of the building and deal with the necessary insurance claims.
- Be responsible for risk assessment and health and safety induction.

**Administrative Management:**

- Manage the provision and development of administrative and personnel support to the Headteacher and Leadership team.
- Assist the Leadership Team in creating, preparing and developing school and governing body policies, procedures & reports.
- Undertake research and obtain information to inform strategic and managerial decision making.
- Be responsible for completion of forms and returns including those to DFE, LA etc.
- Be responsible for the management, maintenance safe-keeping and accuracy of staffing records and all aspects of personnel administration.
- Lead on specific projects researching delegating and distributing leadership as appropriate.
- To ensure up to date training and knowledge in line with changing legislation and procedures.
- Manage the employment of all temporary staff for absence cover.
- To oversee the preparation of school publications including the prospectus / newsletter and records for internal and external audiences.
- Create, develop and lead school systems to ensure the school's compliance with CRB regulations for all staff and contractors.
- Take a lead role in procurement & securing sponsorship / funding.
- Manage school licences & insurance.

**Variation in role**

Given the dynamic nature of the role it must be accepted that there may be a need of adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading and level of the post and following consultation with the post holder.

Post holder signature..... Date .....

Headteacher signature..... Date .....