

School Business Manager



	Mossford Green Primary School
Salary grade	LBR 12
Hours	36 hours per week Full time 52.14 weeks

Line Manager: Headteacher

Purpose of the post

- Be responsible for/manage the operation and delivery of support services within the school
- Be responsible for/manage the planning, development and monitoring of support services.
- Management of staff, including commissioning and delegation of relevant activities
- Member of the school's management team
- To provide detailed, complex administrative & management support to the Headteacher.
- To provide clerking services to confidential meetings involving the Senior Leadership Team.

Duties and responsibilities

Strategic Role:

- Lead the management, development monitoring and evaluation of complex school systems for finance, human resources, ICT, estate management, whole school administration, data management and marketing, in order to respond to the changing needs of the school and achieve best value. Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications. Produce timely and fully costed proposals and ensure that they are sustainable, for example through three-five year budgets
- Lead on effective Health and Safety considering environmental Issues and Service Contracts. Ensure effective risk management, for example, in health and safety and in the management of any third party service contracts. Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times. Manage all aspects of school business management in a sustainable and eco-friendly manner.
- 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. This is to include all general training and development of identified staff, and all matters within the management of the school which are supportive to, but do not involve, the teaching function. Ensure maximum efficiency and a cohesive approach, for example, by involving all staff in bringing together management and curriculum networks
- Understand the effects and implications of complex government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments, leading on the development of whole school strategies for their implementation as necessary.
- Provide strategic support to the Headteacher, Governors and the Senior Leadership Team on all aspects of school business management.
- Negotiate and influence strategic decision making within the school's Senior Leadership Team.
- Return documentation and validations within timescales.
- In the absence of the Headteacher, take delegated responsibility for financial decisions with the Deputy Headteacher.
- Is available to attend Leadership Team, Full Governing Body meetings and appropriate Governors sub-committee meetings when necessary.

- Lead and innovate complex financial and administrative processes to respond to the changing needs of the organisation. Manage all or the majority of the disciplines of administrative management to include whole school marketing and supporting community cohesion.

Staff Management:

- Act as line manager for the finance and administrative staff, ICT Technician and caretaking / cleaning teams also being responsible for organising their appraisal, CPD, and deployment as necessary.
- Represent the support staff at relevant meetings
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
- Lead the recruitment of administration, midday, caretaking and cleaning teams, managing the associated employment procedures.
- Ensuring all pay costs are appropriate and budget areas are correctly charged.
- To participate on appropriate interview panels
- Have an input into decisions about staff deployment and departmental structure in order to meet the school's needs. Lead team meetings with managed staff.
- Monitor leave of absence for whole school staff.
- Monitor staff sickness and absence for whole school staff in line with LBR policy and procedures
- Work with the Headteacher to develop and maintain all recruitment, induction and mentoring packages and systems.
- Assist the Head teacher with the personnel aspects of competency, disciplinary, retirement or redundancy procedures

Financial Management:

- Lead the school accounting and business functions, using specific expertise in financial management, ensuring operations comply with Government (HM Revenue and Customs and DFE), LA and audit requirements.
- Prepare the annual estimates of income and expenditure for approval of the Headteacher and Governors.
- Monitor all accounting procedures and resolve any problems, including:
 - ordering, processing and payment for all goods and services provided to the school
 - operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once a month
 - maintaining an assets register, and
 - preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts
- Prepare the final accounts and liaise with the auditors. Provide detailed management accounts for the Headteacher and Governing Body according to an agreed schedule, reporting immediately any exceptional problems.
- Ensure compliance with, and work towards compliance with the SFVS
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Be responsible for the management and monitoring of budgets and payroll, ensuring all pay costs are appropriate and budget areas are correctly charged Liaise with the school payroll provider (LBR) to ensure accuracy and matters arising are dealt with promptly and accurately.
- Using priorities identified in the SIP and by the HT, input into the preparation of the budget, ensuring it is sustainable.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Headteacher and Senior Leadership Team accordingly.

- Prepare for approval by the Headteacher and the Governing Body the annual estimates of income and expenditure. Obtain agreement of budgets and monitor accounts against budgets. Prepare regular management accounts for budget holders and report on the financial state of the school to the Governing Body.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Headteacher and Senior Leadership Team accordingly.
- Lead the process of preparation, negotiation, tendering, management and monitoring of contracts, and agreements of contract services with reference to principles of best value.
- Maximise income generation within the ethos of the school. Ensure best value principles are adopted, for example, in extended schools activities.
- Act as a point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- Endeavour to secure bed-based competitive funds and grants and other sources of funding.

Data Management:

- Be responsible for complex accurate data and administrative systems that are maintained to meet the changing needs of the school in line with the data protection act.
- Be responsible for leading, managing and training relevant staff who use the data and admin systems and for their provision of the highest standards of professional front line customer care.
- Using complex and 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.
- Manage the school's pupil and staff database systems.
- Manage, adapt, model and evaluate pupil database to add and expand data as management information needs require.
- Work with the Head Teacher to develop an annual calendar of requirements, and form strategies to address specific requirements.
- Devise, develop and make recommendations to the leadership team in the use of data and interpretations.
- To maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc., and recording ethnic monitoring information.
- Manage the school's staff attendance systems, monitoring sickness absence and non-teaching staff holiday leave.
- To ensure the accurate and timely collation and return of statutory returns; i.e. Workforce Census.

Health & Safety:

- Be responsible for the management of Health & Safety within the school
- Attend Health & Safety meetings, training and ensure compliance to HSE regulations. Ensure Health & Safety Audit is acted upon.
- Present whole school staff health & safety inductions and refresher training
- Ensure First Aid certificates are kept up to date and arrange training for staff.
- Oversee the management of First Aid facilities
- Arrange relevant medical training for staff, i.e. Epi-pen
- Ensure reportable accident forms are completed
- Investigate accidents and report on hazards and re-occurrences
- Carry out risk assessments/PEEPs for staff, i.e. pregnancy
- Undertake Display Screen Equipment assessments for relevant users.

Premises / Estate Management:

- Project manage premises developments, deciding outcomes with the HT and be responsible for the planning and implementation phase of all contracts.

- Lead the site 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, Fire and DDA legislation and regulations.
- Be responsible for ensuring the management and the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- Manage the upkeep of play areas, gardens, all-weather surfaces, sports courts and land drainage.
- Manage and develop effective maintenance systems, to ensure the efficient operation of all facilities on the property.
- Be responsible for our school inventory systems and the organisation and disposal of stock.
- Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
- Manage Service Contracts for building related matters such as asbestos / fire / alarm / electrical & mechanical systems.
- Process & report any issues in respect of theft or damage to any part of the building & deal with the necessary insurance claims.
- Manage security of school site

Contract management

- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Purchase, either directly or indirectly, the school's energy supplies.
- Ensure that all required insurances are in place either through the LA or by buying and managing insurance, including supply teacher cover.
- Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances and handle any claims that arise.
- Arrange school facilities to include:
 - catering
 - sales
 - bookings for school facilities , and
- Provision of facilities for additional tuition out of school hours, including music.

Whole school administration:

- Lead and manage the administrative function, working with office staff to ensure the effective management of the school office function
- 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.
- Act as administrative manager / Personal Assistant to the Headteacher, producing and responding to complex correspondence or managing the delegation or distribution of tasks.
- Undertake complex research and obtain information to inform strategic and managerial decision making.
- Be responsible for completion of complex 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 and participate in complex training and other learning activities and performance development.
- Prepare complex school publications and records for internal and external audiences.
- Create develop and lead school systems to ensure the school's compliance with safeguarding regulations for all staff and contractors.
- Manage detailed paper & electronic filing systems for the whole school.
- Read & analyse contracts and summarise key details for the leadership team.
- Support / liaise with governing body members to enable them to carry out their strategic function

- Maintain Governor files
- Maintain Policy and Procedure files
- Undertake Risk Assessments and maintain files

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Headteacher within the grade of this post and the competence of the post holder.

▪ RESPONSIBILITIES
<ul style="list-style-type: none"> ▪ Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Be aware of and support difference and ensure equal opportunities for all. ▪ Contribute to the development and implementation of the overall ethos of the school. ▪ Develop constructive relationships and communicate with other professionals/agencies. ▪ Participate in training and other learning activities and performance development as required. ▪ Recognise own strengths and areas of expertise and use these to advise and support others. ▪

Person specification

Experience	<ul style="list-style-type: none"> • Several years' experience working in a business environment at a management level
Qualifications/ Training	<ul style="list-style-type: none"> • NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline Excellent numeracy/literacy skills
Knowledge/Skills	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation • Ability to interpret advice/statute and to devise policy/practice in the light of these • Ability to management a multi-disciplinary team effectively • Ability to relate well to children and adults • Ability to persuade, motivate, negotiate and influence • Ability to self-evaluate learning needs and actively seek learning opportunities