



## JOB SPECIFICATION

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<b>Job Title:</b>	<b>School Business Manager</b>
<b>Grade:</b>	<b>LBR17</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Line management of administration and support staff as directed by the Headteacher</b>
<b>Date of Job Spec:</b>	<b>September 2019</b>

### **Purpose of the Job:**

The School Business Manager is a member of the Senior Leadership Team. The postholder plays a key role in school development, working collaboratively with the other members of the Senior Leadership Team to achieve the school's aims.

The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with Senior Leaders and teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The School Business Manager is the School's lead financial professional, ensuring that financial planning, controls compliance, record keeping and reporting are co-ordinated and delivered to the highest standards.

The School Business Manager provides strategic vision and leadership for support functions so that the school runs smoothly, efficiently and effectively and can deliver its aims and priorities. They have responsibility for facilities management, administration, income generation, service contracts, health & safety, and grounds maintenance. They may also support the headteacher and other senior leaders in developing other aspects of school provision, for example HR, IT and publicity as experience allows.

This is a full time post with a 36 hour working week. However, due to the seniority of the post, the School Finance and Business Manager may need to work beyond this, as and when necessary, to ensure that the School's needs are met. They may be asked to support with duties, events, parents' evenings, etc to support the Senior Team. It is expected that the SFBM takes their annual leave entitlement in agreement with the Headteacher considering the needs of the school and the post.

### **Leadership & Strategy**

- To support the Headteacher and other Seniors Leaders in developing and communicating a clear strategic vision for the school's improvement working collaboratively and proactively raise achievement and improve provision
- With other Senior Leadership Team members, to develop, sustain and model the school's ethos and values and communicate high expectations of students and staff

- Attend Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings, and meetings with other staff groups as appropriate
- To work with SLT and Governors in helping to deliver excellent resources for teaching and learning, and plan and manage change in accordance with the strategic school development plan
- To ensure that Caterham High School meets all its statutory and regulatory requirements
- To lead and manage school support staff, as directed by the Headteacher
- To contribute to the school's self-evaluation processes, collecting and evaluating evidence for identified aspects of the school's provision and impact and implementing subsequent actions.
- To develop, review and ensure full implementation of the school's policies as appropriate to post and responsibilities, working with other Senior Leaders as required.
- To develop, review and ensure full implementation of the school's systems and procedures for support services, ensuring that they adhere to relevant legislation and regulations.
- To promote the full implementation of legislation and guidance in relation to the protection and safeguarding of children and young people.
- To take part in the shared duties of the Leadership Team
- Provide leadership and direction, and line management, to a number of Middle Leaders (as appropriate to post) ensuring they are appropriately supervised in accordance with policies and procedures.
- Ensure staff meet high standards of work and conduct.
- Carry out the appraisals of a team of support staff as directed by the Head Teacher, in line with school policy

## **Finance**

- Work with, and advise, the Head Teacher to deploy resources to meet the strategic development of the school
- Provide strategic leadership, direction and management, ensuring high financial standards.
- Evaluate information and consult with the Headteacher and Governors to prepare a realistic and balanced budget
- Prepare and submit a proposed budget to the Headteacher and Governors for approval and manage the overall financial planning process
- Prepare and monitor the school budget, highlighting issues as they arise, including significant variances, foreseeing potential difficulties and taking corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- Create and maintain a strategic financial plan that will indicate the trends and will forecast future year budgets
- Identify and generate sources of finance required to fund the school's proposed activities

- Present timely and fully costed proposals, recommendations or bids
- Ensure that the school meets the requirements of the financial standards and prepare the statutory annual accounts and financial reports.
- Manage all school finances in line with EFA financial regulations and the requirements of the annual audit.
- Prepare a detailed monthly budget monitoring report, based on the principles of accrual accounting, for the Governing Body's Finance Committee.
- Monitor staffing costs monthly to ensure staff are paid in line with contract and conditions
- Provide financial advice, information and analysis for the Head Teacher, SLT and Governors
- Establish and monitor internal financial procedures which comply with all statutory requirements and be responsible for submitting accounts to relevant outside agencies, as required.
- Manage relevant contracts including negotiations of new contracts ensuring that consistent and effective contracting arrangements are maintained, seeking best value at all times.
- Keep abreast of financial and legal developments across the Educational Sector.
- Ensure best value in the acquisition of all services and resources through effective procurement.
- To ensure that the school procures its goods and services and uses its resources in a manner that promotes and supports sustainability and energy efficiency
- Prepare information for statistical and other returns for the LA, EFA, DfE and other agencies within statutory guidelines, and liaise with them as necessary.
- Manage the ordering, processing and payment of all goods and services and be responsible for an asset register.
- Maintain records to meet legal and tax requirements.
- Plan and manage cash flow to meet the needs of the SDP and in consultation with the Head Teacher and Governing Body.
- Manage the maintenance of all financial accounts, ensure the provision of regular reports to all budget holders, giving advice and training as needed on correct financial procedures and resource management
- Ensure that action points from the annual audit are acted upon swiftly and effectively.

### **Income Generation**

- Take a lead responsibility in the management of, and procurement of, income generation, including school lettings and other fundraising initiatives.
- Be entrepreneurial in maximising income, in continually researching and advising on funding and grant opportunities. Make appropriate bids and approaches to procure additional funds.

### **Administration Management**

- Support the management of the school administrative and support functions
- Review and improve administrative systems to ensure they meet the needs of the school
- Benchmark systems and information to assess trends and make appropriate recommendations

## **Facility and Property Management**

- Ensure that the school site and estate is maintained to a high standard so that effective learning takes place and the working environment is safe and orderly
- Ensure that the premises, including equipment, are safe, orderly, well maintained and fit for purpose, identifying any issues for improvement
- Take a lead role in the planning and implementation of major projects.
- Ensure that all contracts, including external services, relating to premises are regularly reviewed and managed to ensure best value
- Monitor, assess and review contractual obligations for outsourced school services
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Ensure appropriate insurances are in place, managed and implemented
- Support the line management of the Network Manager, to ensure that the ICT systems are fit for purpose and represent best value for money
- Take a strategic role in developing, supporting and monitoring the work of the Premises team

## **Health and Safety**

- Lead on all health and safety requirements and ensure compliance with legislation and risk assessment procedures.
- To line manage the schools Health & Safety Officer.
- Ensure that the school's Health & Safety policy statement is clearly communicated and available to all people.
- 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 Team, Governors and where appropriate the Health & Safety Executive
- Ensure security systems are robust and maintained with due regard to safeguarding
- Under the direction of the Head teacher, take responsibility for emergency/disaster planning and for a business continuity plan, so that the school is insured and covered for all eventualities

## **Management Information Systems & ICT**

- Work with designated Senior Leaders to ensure that ICT is purposed to enhance learning and achievement
- Support or lead the management of the school's ICT function and IT Support Team with the designated Senior Leader
- Develop, Review and monitor Service Level Agreement for IT Support Team Services
- 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

**Publicity and Public Relations**

- Support the Head Teacher to promote and market the school to a variety of audiences to raise the profile of the school
- With the Head Teacher, manage the development of marketing materials including the prospectus, website, flyers etc
- Support departments and individuals within the school so they can contribute to the promotion of the school

**Human Resource**

Work with, support and oversee the HR Officer/Manager to

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies are complied with
- Oversee performance management, appraisal and development for all support staff under the direction of the Headteacher
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice
- Work in liaison with the Head Teacher regarding HR compliance
- Ensure that all contracts and procedures are in accordance with latest employment law, custom and practice
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning

**Other duties**

- Undertake any other duties commensurate with the grade, as directed by the Head Teacher