



## Job Description

<b>Name</b>	
<b>Post</b>	School Business Manager
<b>Salary grade</b>	LBR 12
<b>Hours</b>	36 hours per week 52 weeks per year
<b>Line Manager</b>	<b>Executive Headteacher</b>

### Purpose of the post

- As part of the Leadership Team, to assist the Executive Headteacher to ensure that the School meets its educational aims and requirements.
- To introduce and influence the business approach at Goodmayes Primary School that achieves value for money, effectively uses resources and efficiently supports the work of the Executive Headteacher and Senior Leadership Team.
- To provide strategic vision and leadership in all aspects of finance, health & safety, premises and asset management.
- To ensure effective and efficient financial management, including funding and promotion of the school (initiating bids and obtaining funding from outside agencies).
- In liaison with the PA to the Executive Headteacher, to manage and maintain an accurate Single Central Record in accordance with government guidelines.

### Duties and responsibilities

#### Strategic Leadership Role:

- Lead the management, development, monitoring and evaluation of complex school systems for finance and estate management, and related 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.
- Understand the effects and implications of complex government policies, legislation and directives and support the Executive Headteacher in leading consequential strategic developments in budgetary and premises processes.
- 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.
- Lead financial and administrative processes to deliver the priorities identified within the School Improvement Plan.
- Provide strategic support to the Executive Headteacher, Governors and the Senior Leadership and Management Team on all aspects of school business management.
- Return documentation and validations within timescales.
- Attend Leadership Team and Governors meetings as necessary.
- Comply with policies and procedures relating to child protection, health, safety & security, confidentiality and data protection.

## **Staff Management:**

- Lead the recruitment of premises staff (caretaking and cleaning teams) and participate on interview panels for site staff.
- Lead the premises staff, ensuring an effective and efficient service is provided and meeting their deployment and training needs as appropriate. Ensure up to date training and knowledge in line with changing legislation and procedures for premises staff.
- Act as line manager for premises staff and be responsible for organising their performance management, CPD, and deployment as necessary.
- Act as line manager for midday staff.
- Lead regular team meetings with managed staff.
- Ensure all pay costs are appropriate and budget areas are correctly charged.
- Ensure the monitoring of annual leave for premises staff.
- Have an input into decisions about premises staff deployment and departmental structure in order to meet the school's needs.
- Monitor staff sickness and absence for whole school staff in line with LBR policy and procedures.
- Monitor and maintain the staff absence management system (Active Absence) to ensure accuracy of all staff absence records. Input premises and midday staff leave requests and sickness absence onto the system, assisting staff with queries as necessary. Input absence information onto the LBR system (iTrent) for the purposes of School Workforce Census.
- Oversee the management of staff sickness absences in line with LBR procedures, analysing data and holding Welcome Back/ Stage 1 meetings with premises and midday staff. Ensure progression of the sickness procedures by holding Stage 2 meetings with identified applicable staff and set targets for future attendance in liaison with the Head of School/ Executive Headteacher.
- Input information onto Schools Advisory Service (SAS) portal to claim staff absence insurance, updating staff details as necessary.
- Support the PA to the Executive Headteacher with the processing of DBS applications for all staff, apprentices and volunteers.

## **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, SFVS, and audit requirements.
- Prepare the annual estimates of income and expenditure for approval of the Executive 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 asset register, including ICT equipment
  - 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 Executive Headteacher and Governing Board according to an agreed schedule, reporting immediately any exceptional problems.
- Responsible for the planning and implementation of the School's financial strategy including managing a budget in excess of £3m.
- Responsible for the production and management of the School's annual and three-year budget (with regard to sustainability). Liaise with the Executive Headteacher and submit budget proposals to the Governing Board for their approval.
- 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.

- Responsible for the authorisation of staff additional hours forms.
- Responsible for production of regular management accounts for budget holders and present the termly financial report to the Governing Board.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Executive Headteacher and Senior Leadership and Management Team accordingly.
- Lead the process of preparation, negotiation, tendering, management and monitoring of projects, contracts, and agreements of contract services, applying principles of best value.
- Collate and monitor Staff Fund income and report the position at the end of the academic year.
- Distribute and collate pecuniary interest forms in respect of relevant staff.

### **Premises and Estate Management:**

- Ensure the School makes best possible use of its resources through effective strategic planning including consideration of all financial implications and ensuring that best value principles are adopted.
- Generate, maximise and coordinate new and existing income streams that are supportive of the ethos of the School.
- Produce timely and fully costed proposals ensuring they are sustainable and fit-for-purpose (e.g. through three-year budgets).
- Project manage premises developments (including Devolved Formula Capital), deciding outcomes with the Executive Headteacher and be responsible for the planning and implementation phase of all contracts.
- Lead and manage the facilities team and their planning processes ensuring creative and efficient development, safety and maintenance of the school site, buildings and grounds.
- Liaise with LA, contractors and others as appropriate in relation to major site works, repairs or development.
- Lead the School's compliance with Health and Safety, Fire and DDA legislation and regulations.
- Lead and develop effective maintenance and security systems, to ensure the efficient operation of all facilities on the property.
- Responsible for school inventory systems, including ICT, and the organisation and disposal of stock.
- Responsible for charging and letting systems.
- 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 and mechanical systems.
- Process and 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 governors on the appropriate insurances for the school. Implement the approved insurances and handle any claims that arise.

### **Whole School Administration:**

- In conjunction with the Computing Lead, obtain quotations for ICT equipment.

- Liaise with the school meals contractor and attend meetings as necessary.
- Assist the Senior Leadership Team in creating, preparing and developing complex school and Governing Board policies, procedures & reports.
- Be responsible for completion of forms and returns including those to DfE, LA etc.
- Prepare financial data for publication on the School website.

## **Data Management**

In liaison with the Senior Admin Officer with responsibility for finance:

- Lead on data protection across the school, ensuring full compliance with GDPR, ensuring that the breach management process is followed, Notification/Completion forms are completed as directed and the necessary reporting procedures are in place.
- Responsible for the management of subject access requests and Freedom of Information requests and ensuring these are handled in line with procedure.
- Responsible for maintaining a range of data protection documents including policies and procedures, the DPO Recording Log in order to identify risks and training priorities, data protection impact assessments for high risk processing, Acceptable Use Policy, suppliers list and ensuring that privacy statements meet all aspects of compliance and are published on the school website.
- Lead on data protection audits in order to ensure compliance status.
- Responsible for ensuring that data collection consent forms are regularly reviewed to ensure consent is adequate, relevant and limited.
- Responsible for complex accurate data and administrative systems that are maintained to meet the changing needs of the school in line with data protection regulations.
- Responsible for leading, managing and training relevant staff who use the data and administrative systems and for the provision of the highest standards of professional front line customer care.
- Attend data protection training and disseminate information to relevant staff, ensuring that awareness campaigns are undertaken on a regular basis.

## **Health & Safety Management:**

- Responsible for the management of Health and Safety within the school ensuring that the School conforms to Health and Safety legislation.
- Line manage the Educational Visits Administrator to ensure compliance with health and safety guidance and the school's Educational Visits Policy.
- Be proactive in ensuring that the school provides a safe, secure and friendly working environment consistent with its Health & Safety Policy.
- Develop and maintain the School's Business Continuity Plan and the risk register.
- Create and manage systems to ensure the School's compliance with Health & Safety and Disability Discrimination Act legislation and data protection regulations.
- Responsible for ensuring that the Health & Safety Policy, Emergency Evacuation Procedure and Lockdown Policies are reviewed and updated as necessary.
- Assist the Leadership Team with whole school staff health and safety inductions and refresher training.
- In liaison with the SEND Support/Medical Administrator, responsible for ensuring regular review of the First Aid Policy and updating of First Aid certificates for identified staff.
- In liaison with the PA to the Executive Headteacher, responsible for ensuring the recording of reportable accidents onto the Local Authority Assure Portal and maintaining accurate records.
- Investigate accidents as necessary and report on hazards and reoccurrences.
- In liaison with the Head of School, manage risk assessments for staff, e.g. pregnancy, reasonable adjustments.
- Ensure the adequacy of Health & Safety policies and procedures.
- Manage Health & Safety inspections.
- Ensure that the relevant inspection records are kept.
- Lead Health & Safety Audits and ensure recommendations are implemented.

- Attend Local Authority Health & Safety update meetings.
- Arrange relevant training for staff

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Executive Headteacher that are broadly within the grading level of the post and the competence of the post holder.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## School Business Manager

### Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	Level 4 Diploma in School Business Management or equivalent qualification
<b>Experience</b>	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Working with children or young people</p>
<b>Skills and knowledge</b>	<p>Expert knowledge of financial management</p> <p>Excellent understanding of data protection/GDPR principles and confidentiality</p> <p>Excellent attention to detail</p> <p>Previous use of financial/information management systems</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to collaborate and build effective working relationships with staff and other stakeholders</p>
<b>Personal qualities</b>	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> <p>Team spirit and a good sense of humour</p> <p>Energy, creativity, enthusiasm and dedication</p>