



Mayfield School

being the best that we can be

Job Description

Post: Senior School Business Manager

Job Purpose:

- The Senior School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Headteacher to ensure the school meets its educational aims.
- The Senior School Business Manager is responsible for providing professional leadership and management of school support in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- The Senior School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The Senior School Business Manager is responsible for the Financial Resource Management, Administration Management, Management Information, IT strategy, Human Resources, Facility & Property Management, Catering and Health & Safety Management of the school.

Leadership & Strategy

- Line management of School Business Manager, Finance Team, Human Resources (HR), Facilities Team, IT Team and Reception/Admin Team. *(This is negotiable for the right candidate).*
- Attend Senior Management/Leadership Team meetings when requested, full Governing Body and appropriate Governors' sub-committee meetings.
- Negotiate and influence strategic decision making within the Senior Leadership Team.
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions.
- Plan and manage change in accordance with the school development plan.

Finance Resource Management

- Lead the development of a robust, realistic, and balanced annual budget in consultation with the Senior Leadership Team, Business Manager and Governors, aligning financial planning with the strategic priorities of the school.
- Present the proposed budget to the Headteacher for approval, supporting the broader financial planning and sustainability goals of the organisation.
- Facilitate strategic budget discussions with key stakeholders, negotiate adjustments, and secure agreement on the final budget.
- Proactively manage, monitor, and control financial performance against the approved budget, ensuring effective use of resources and value for money across all areas.

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- Recommend in-year budget revisions in response to emerging priorities or unforeseen circumstances, ensuring continued alignment with school objectives.
- Oversee accurate cost allocations across relevant phases and departments to ensure transparent and accountable financial reporting.
- Provide clear, timely, and insightful budgetary information and analysis to the Headteacher, Governors, and relevant stakeholders to support decision-making.
- Act as a key advisor to the Headteacher and Governors on matters of financial compliance and control, including the identification and reporting of suspected or actual fraudulent activities.
- Maintain and update a multi-year strategic financial plan that aligns with the School Development Plan, forecasting future funding requirements and resource needs.
- Identify, evaluate, and pursue opportunities for securing additional income to support strategic initiatives, including external funding, grants, and partnership opportunities.
- Engage and collaborate with external financial experts and auditors as required, ensuring compliance with statutory and regulatory requirements.
- Optimise income generation opportunities, including lettings and commercial ventures, while managing associated risks and returns.
- Evaluate and recommend appropriate investment options that align with the school's risk appetite and stakeholder expectations, identifying reputable providers to maximise financial returns.
- Develop and present comprehensive, costed business cases and funding proposals that support school improvement initiatives and capital projects.
- Negotiate and formalise financial agreements with external providers, ensuring clarity of terms, cost-effectiveness, and adherence to agreed timelines and repayment schedules.
- Monitor and evaluate the performance of financial agreements, contracts, and investments, ensuring compliance, value for money, and alignment with strategic outcomes.

Management Information Systems & IT

- Working with the Head of Information Systems to consider approaches for existing use and future plans to introduce or discard technology in the school.
- Consult with the Head of Information Systems and other parties to introduce new technology or improve existing technology for different purposes.
- To liaise with the Head of Information Systems to ensure the school has a strategy for using technology aligned to the overall vision and plans for the school, ensuring value for money.
- To work with the Head of Information Systems to communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- To oversee the Head of Information Systems and establish systems to monitor and report on the performance of technology within the school.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resources Management

- Oversee the payroll services for all school staff including management of pension schemes and associated services.
- Along with the Head of HR to ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage recruitment, performance management, appraisal and development for non-teaching staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff.
- Monitor and evaluate the way policies and procedures are actioned and provide support where necessary.
- Seek and make use of specialist expertise in relation to HR issues.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Facilities Management

- To provide leadership to the Facilities Manager, to ensure that all areas of asset management and site management are well led and maintained, including in particular:
- Assisting with the preparation of maintenance and capital expenditure plans.
- Contributing to the school's objectives of achieving greater value for money and developing revenue opportunities.
- Ensuring provision of appropriate cleaning and catering services, whether run in school or by external providers.
- Ensuring appropriate oversight of the management of external suppliers and contractors.
- To oversee the implementation of systems and processes to effectively manage the school's facilities and building maintenance to make sure the school has the best learning environment possible.
- Support the Facilities Manager to monitor the calendar of annual statutory checks to make sure that the school is compliant and best value for services received.
- To ensure the effective monitoring, evaluation, measuring and reporting of Health & Safety issues within school and externally.
- To ensure appropriate insurances for the school, implement and manage schemes accordingly.

Administration Management

- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Manage systems and link processes that interact across the school to form complete systems.
- Define responsibilities, information and support for staff and other stakeholders.

- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring 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, LA and other agencies and stakeholders within statutory guidelines.

Catering

- Provide support and leadership to the Catering Manager and Kitchen Team to ensure the kitchen is well managed, affordable and maintained.
- Liaise with the catering company to ensure best service.

Governance

- Ensuring Governing Body's compliance with statutory deadlines, e.g. approval of Admission Arrangements, budgets, SFVS.
- Liaise with the Clerk to the Governing Body as necessary and appropriate.

Other

- Any other relevant and related tasks within the pay grade, at the discretion of the Headteacher.