



## Job Description

### School Business Manager

**Location:** Cathcart Street Primary School

**Band:** PO3 – PO7 depending on experience

**Salary:** £35,243 - £41,703

**Work pattern:** Full Time - 36 hours per week (41 Weeks per Year)

**DBS Check:** Enhanced

**Accountable to:** Headteacher

**Immediate Line Manager of:** Office Staff, Midday Supervisory Assistants, Kitchen Staff, Cleaning Staff and Site Team

#### Job Purpose

- A. The School Business Manager is a leading professional in the school, accountable to the Headteacher. They will serve on the School's Leadership Team. They will be instrumental in developing and supporting the strategic management of the school and in providing vision, leadership and direction for the school.
- B. The School Business Manager promotes the highest standards of business ethos within the administrative and financial functions of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- C. The School Business Manager is responsible for the Financial Resource Management / Administration Management / Management Information and ICT / Human Resource Management / Facility & Property Management / GDPR Management/ Health & Safety Management of the school.
- D. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims.
- E. The School Business Manager is responsible for providing professional leadership and line management to the administration staff. This includes appraisal, training and mentoring systems for these staff. They will work in partnership with other team leaders, such as the Site Manager, to ensure effective collaboration and to ensure the smooth running of the site.

#### Summary of Main Duties

##### Leadership and Strategy

- 1. To make decisions and take responsibility as a member of the Senior Leadership Team.
- 2. To attend SLT and Governor meetings in line with school requirements.
- 3. To contribute to the strategic development of the school.
- 4. To evaluate information and consult with SLT and Governors to prepare a realistic and balanced budget linked to the Strategic School Improvement Plan.

5. To lead support services in line with well-being protocols.
6. To develop collaborative partnerships with other schools and organisations.

### **Financial Management**

7. To plan and submit the proposed budget to the Headteacher and Governors for approval and to liaise with the Headteacher on the financial planning process, including 3-year projections, in conjunction with bought-in financial advice and support from the LA.
8. To be responsible for informing Governors of any changes to financial legislation and reviewing and updating the school's financial policies and procedures.
9. To be responsible for informing the SLT and Governors of any significant variances to the school budget and to propose revisions if necessary.
10. To manage, and be responsible for, the administration of the LMS Financial Systems regarding income and expenditure across all budget headings, including balancing the monthly financial tabulations and the preparation of monthly financial reports showing income and expenditure across all budget areas.
11. To manage, and be responsible for, the administration of the School Budget financial systems, including the management of the local bank account and school fund.
12. To manage, and be responsible for, the negotiation of all contracts relevant to the efficient and effective administration of School business, ensuring that the school is receiving value for money. And to be responsible for, the procurement of services through arranging competitive tendering, including but not limited to fire & burglar alarms, window cleaning and grounds maintenance.
13. To research and advise on any opportunities for maximising the use of the school budget and income generation.
14. To lead and be responsible for bid writing and seeking external funding.
15. To manage, and be responsible for, the preparation of all documents required for the SFVS and Audit inspections.
16. To manage, and be responsible for, the administration of other management systems affecting the school e.g. inventory control, internal capitation control, petty cash and expenses, income, monitoring of energy consumption, security & banking of cash and preparation of financial returns.
17. To manage, and be responsible for, the collection of all monies received in school office, issuing of receipts and banking of monies as and when required.
18. To manage, and be responsible for, the staff supply insurance scheme, ensuring competitive quotes are acquired and acted upon.

### **Administration Management**

19. To manage the school office and to be responsible for the leadership and management of the administrative staff, providing support and guidance and delegating responsibilities as appropriate.
20. To lead recruitment, performance management, appraisal, training and development for all administrative staff.
21. To manage the administrative and technical support services, ensuring that the school has a strategy for using IT aligned to the overall vision of the school ensuring value for money.
22. Ensure contingency plans are in place in the case technology failure.

23. To act as the school's internal Data Protection Officer, dealing with any breaches and subject access requests, ensuring relevant legislation is followed, alongside the school's external Data Protection Officer, Judicium.
24. Be responsible for ensuring the Single Central Record is maintained and compliant.

### **HR Management**

25. To advise SLT and Governors on any issues relating to staff salaries and contracts.
26. To manage, and be responsible for, the administration of all staff salaries and wages for the school.
27. To manage, and be responsible for, the recording and monitoring of hours worked by non-contract and sessional staff and the processing of relevant pay claims.
28. To manage, and be responsible for, the recording and monitoring all staff absences, including sickness and LOA in accordance with the Local Authority procedures.
29. To support the Headteacher and Governors with all HR and confidential issues.

### **Facilities Management**

30. To manage, and be responsible for, the completion and processing of returns to the Local Authority and DFE.
31. To manage the Health and Safety management of the school, ensuring legislative requirements are met, including the management of asbestos.
32. Under the authority of the Headteacher, and advised by the Site Manager, implement and monitor repairs and maintenance of the school buildings liaising with building inspectors, contractors and maintenance staff.
33. To prepare costings with regard to all aspects of Facilities Management for the Headteacher and to attend the meetings of the Governors Finance & Resources Committee.
34. Oversee the letting of the school premises to external organisations if required, for the development of the extended services and local community requirements and to be responsible for the subsequent administrative and financial arrangements.
35. To deal with all insurance claims relating to Facilities Management.

### **Other**

36. Act as the school's Health and Safety Co-ordinator and to oversee the role of the school's Fire Officer.
37. Ensure the school's written Health & Safety Policy is clearly communicated and available to all people.
38. Ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
39. Enable regular consultation with people on Health & Safety issues.
40. Ensure systems are in place to enable the identification of hazards and risk assessments.
41. Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
42. Ensure the maximum level of security is maintained at all times.
43. Provide confidential support for the Headteacher.
44. Carry out any other duties as required by the Headteacher and/or Chair of Governors
45. Ensure that the Headteacher is made aware and kept fully informed of any concerns which they may have in relation to safeguarding and/or child protection.
46. Be fully committed to working together in relation to safeguarding children and young people.

### **General**

47. To ensure ensuring that the agreed school safeguarding procedures are followed with regard to the safety of the people on site and the security of the building.
48. To maintain full awareness of new systems etc., by attending relevant training and courses.
49. To carry out such other duties, commensurate with the grading of the post, as may be required by the Headteacher.
50. Responsible along with all members of the school staff for the safeguarding and welfare of all pupils.

**Note**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Signed:

Date: