**School Business Manager**

**Grade PO4**

**Job Description**

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| **Job Purpose** |
| * The School Business Manager works as part of the Senior Leadership Team assisting the Head Teacher, and the Governing Body in their duty to ensure that the school meets its educational aims in line with financial, human resources and health and safety legislation. * The School Business Manager is responsible for the strategic financial direction of the school, nursery and wrap around provision * The 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 School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School. * As the position is school based, it is expected that the School Business Manager is able to contribute fully to the child-centred approach of the school and promote children’s welfare. |
| **Major Tasks** |
| * Attend full Governing Body and Strategic Governors meetings preparing and delivering Financial and Health and Safety Reports * Develop a strategic financial plan to manage the school and Nursery budgets in line with financial legislation * Recommend changes needed to ensure that the school and nursery spending falls in line with budget . * Develop plans to ensure that wrap around provision (breakfast club and after-school clubs) and Nursery provision is financially viable * Be responsible for the spending of Pupil Premium and the School Sports Premium alongside other members of the Senior Leadership Team of the school. * Negotiate and influence strategic decision making within the school’s Senior Management/Leadership Team * In the absence of the Head Teacher, take delegated responsibility for Financial   and other decisions as required   * Plan and manage change in accordance with the school development/strategic   plan   * To lead and manage the administration team, the school Site Manager and cleaners (acting as performance management team leader). * Liaise with Senior Lunchtime supervisors and extended day manager to ensure that correct staffing levels are in place. * Develop policies and recommend change where needed in relation to polices covering; Financial management, Human Resources, Data Protection, Personnel and Health and Safety (including the Asbestos management plan) to ensure that the school is compliant with all legal legislation and the Health and Safety at Work Act. |
| **Contacts & Relationships** |
| * Prepare information for publications and returns for the DCSF, LA and other agencies and stakeholders within statutory guidelines. * In consultation with the Headteacher, produce job descriptions and person specifications * To consult with HR in the provision of information and advice on conditions of service for all categories of staff employed at the school * To be the first point of contact for all staff at the school on pay and contract related issues, liaising with Personnel and Payroll as necessary * Ensure the school’s equality policy is clearly communicated to all staff in school * Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and follow safer recruitment protocols * Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice * Seek and make use of specialist expertise in relation to HR issues * Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities * Monitor, assess and review contractual obligations for outsourced school services * Seek professional advice on insurance and advise the SMT on appropriate   insurances for the school and implement and manage such schemes accordingly   * Ensure all new staff receive Child Protection and PREVENT training as part of their induction * To develop a robust strategy to ensure that all staff are fully inducted to their role in terms of Health and Safety, Data-Protection, and Financial management * Provide professional advice to governors and senior leaders in the school to ensure that the school is compliant with all necessary legislation e.g. Data Protection Act 2022 and the Schools Financial Value Standard * Act as the school’s Fire Officer. |
| **Creativity** |
| * To be responsible for drawing up provisional and final budgets * Providing financial information and advice to the Headteacher and Governing Body * To monitor salaries and expenditure and advise the Headteacher and Governing Body accordingly if there is a variance from what has been set * To manage the maintenance of accounting records relating to the school budget with the appropriate financial controls * To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body * To be responsible for the development of a management of income plan, including school lettings and fundraising initiatives which form part of the School Fund. * To provide HR guidance for areas such as: performance management, absence management, HR policies, contracts, staff development, organisational staffing reviews. * To lead on writing and developing Health & Safety Policy via formal report submitted directly to the Headteacher for formal approval, and ensure that it is clearly communicated and available to all people and falls in line with all relevant legislation. To review this policy as needed at regular intervals or as the situation or legislation changes * Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the SLT, Governors and, where appropriate, the Health & Safety Executive * Ensure the maximum level of security is maintained at all times. * Ensure that detailed risk assessments are maintained for the site, for individuals and for higher risk activities * Follow sound practices in estate management and ground maintenance. Ensure contractors follow instructions and requests * Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided * Ensure ancillary services e.g. catering are monitored and managed effectively * Monitor and evaluate all SLA’s and ensure all compulsory services are completed in a timely fashion * Create and draw timelines for a program of repairs, alongside the site manager and Headteacher * To review and monitor policies and procedures to ensure that they comply with best practice and current legislation * Monitor the progress and quality of work teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback * Maintain the school’s Single Central Record and ensure that all staff and volunteers have the necessary checks undertaken before starting in employment or volunteering roles * Ensure Fire Safety legislation is adhered to * Develop the Asbestos Management plan alongside the Headteacher and Site Manager |
| **Decisions** |
| * To be responsible for drawing up provisional and final budget, providing financial information and advice to the Headteacher and Governing Body * To manage the maintenance of accounting records relating to the school budget with the appropriate financial controls * Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the SLT, Governors and, where appropriate, the Health & Safety Executive * 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 the situation or legislation changes * Take an active role in the development of school systems to ensure that they are fit for purpose. * Develop work specifications, negotiate and draw up contracts for approval by Head. * To manage and oversee projects * 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 * Recommend changes in school policy and practise such as the changing of suppliers, securing lettings and reviewing charging and remissions advice to ensure that the financial integrity of the school is upheld. * Recommending changes to school policy and practise using advice from professionals and training, for example HR to ensure that the school is complaint with necessary safer recruitment legislation. * Consider approaches for existing use and future plans to introduce or discard   technology in the school   * Ensure that the school has a strategy for using technology aligned to the overall   vision and plans for the school ensuring value for money   * Evaluate the school’s strategic objectives and obtain information for workforce planning |
| **Management & Supervision** |
| * Line manage the Office staff, Site manager and Cleaning Team * Oversee student placements * Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations * Supporting the Governing Body * Member of the Senior Leadership Team |
| **Supervision Received** |
| * Performance managed by Head Teacher * Works independently, setting own priorities |
| **Complexity** |
| * This role is complex due to the need to work under pressure, to deadlines and changing priorities * Negotiate and influence strategic decision making within the school’s SLT |
| **Resources** |
| * To be responsible for drawing up provisional budgets and final budget, and providing financial information and advice to the Headteacher, Governing Body and Finance Committee * Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process * Use the agreed budget to actively monitor and control performance to achieve value for money * Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt 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 * To monitor salaries and expenditure and advise the Headteacher, Finance Committee and Governing Body accordingly * To manage the maintenance of accounting records relating to the school budget with the appropriate financial controls * To oversee the ordering, processing and payment of all goods and services consistent with the school’s best value statement. Including tendering where appropriate. * To oversee the running of the imprest account and credit card accounts * To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending of budgets * To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body * To prepare financial returns for DFE, LA and other agencies within the statutory deadlines and to comply with requirement stated by appointed auditors * To be responsible for the management of income generation, including school lettings and fundraising initiatives which form part of the School Fund * Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets * Identify additional finance required to fund the school’s proposed activities * seek and make use of specialist financial expertise * Maximise income through lettings and other activities * Present timely and fully costed proposals, recommendations or bids * Put formal finance agreements in place with suitable providers for agreed * amounts, at agreed times and appropriate agreed costs and repayment schedules * Monitor the effectiveness and implementation of agreements * Manage the payroll services for all school staff including the management of pension schemes and associated services * Ensure the safe maintenance and security operation of all school premise * Manage the maintenance of the school site including the purchase and repair of a furniture and fittings * Ensure the continuing availability of utilities, site services and equipment * Follow sound practices in estate management and grounds maintenance * Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided * Ensure the maximum level of security consistent with the ethos of the school |
| **Impact** |
| * SBM role is crucial to the smooth running of the school business allowing the Head Teacher to focus on the curriculum, social and pastoral development/efficiency |
| **Physical Demands** |
| * It is not expected that you will undertake overly physically demanding jobs as part of this role |
| **Working Environment** |
| * You will be based in a single work-place that will have all risk assessments carried out and be equivalent to working in an office in terms of heat, ventilation and lighting * As a customer facing role you may, on rare occasions, be exposed to verbal abuse from visitors; the post holder is immediately to speak to their line manager/head teacher if this happens |
| **Emotional Context** |
| * The emotional strain or distress this role is expected to face would be limited, however there may be times when the post holder has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information. * Any concerns should be reported immediately to the Designated Safeguarding Leads |
| **Other** |
| The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * ICT Literate to an advanced level * Willing to undertake ongoing, relevant Continuous Professional Development Honours degree or its equivalent in terms of qualification(s) and experience. * Certificate of school business manager (desirable) * AAT Desirable * Evidence of training in leadership and management (desirable) |
| **Experience** | * Having worked at a senior level in the public sector or comparable organisation * Financial planning and management * Using IT to monitor a budget * Writing financial or other reports and advising the governing body or senior managers * People management, performance development and team work * HR management including recruitment, contract administration and payroll procedures * Premises and utilities management * Project and contract management (desirable) * Capital building projects (desirable) |
| **Knowledge** | * Appropriate knowledge of First Aid * Knowledge of relevant polices/codes of practice & awareness of relevant legislation |
| **Skills** | * Negotiate and liaise confidently and at a senior level with all members of staff and clients of the School community and outside agencies * Communicate, simply and effectively both orally and in writing to a wide range of people in relation to financial, management and other issues * Work sensitively with members of staff * Work to tight deadlines and adapt quickly and effectively to changing situations * Work on own initiative as well as part of a team and judge when to take decisions and when to seek advice * Contribute to fulfilling the planned priorities of the school * Analyse and interpret complex written and financial information * Motivate others |
| **Personal style & behaviours** | * Commitment to: * Equal opportunities and to assisting the school in enabling all its learners to fulfil their potential * Own personal development * Safeguarding and promoting the welfare of children and young people * The school’s improvement and development priorities * All agreed school policies and procedures |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR).   * Can understand a wide range of demanding, longer clauses and recognise implicit meaning * Can express ideas fluently and spontaneously without much obvious searching for expressions * Can use language flexibly and effectively for social, academic and professional purposes * Need to be able to explain ideas to students and parents and communicate with students to address their needs. |
| **Political Restrictions** | This post is no politically restricted. |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | 🗸 |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>