

**Job Description and Person Specification for School Business Manager 3**

**Post**: School Business Manager

**Accountable to**: Headteacher

**Grade/Range:** Grade 10 (Business Manager 3)

**Working Pattern:** 37 hours a week

**Full Time** (holidays to be taken out of term time)

**PERMANENT**

**Responsible for:** All business and Administrative Support Staff, IT Technician

**JOB DESCRIPTION**

**Main Purpose**

* The School Business Manager is the school’s leading support staff professional who leads on Budget Management and is a member of the Senior Leadership Team to assist and support the Headteacher in their duty to ensure that the school meets its educational aims and strategic objectives.
* To support the school in its primary function of raising standards and improving outcomes for children through the provision of strategic vision and leadership in all aspects of:
* Financial management
* Premises and facilities management
* Health and Safety management
* Resources and administration management
* Data Protection management
* To manage all aspects of the PFI contract, including facilities management, project work (new works), variations, deductions and ensure that contractual expectations are met. To ensure that the PFI contracts are delivering a high quality of service and achieving value for money. To be responsible for the school site and its buildings, their maintenance, development and efficient use.
* As the backbone of our administrative operations, you will oversee the smooth functioning of our office while also providing dedicated support to the Headteacher. This multifaceted role requires exceptional organisational skills, a keen eye for detail, and the ability to handle a variety of tasks efficiently.

**Key accountabilities**

**Leadership and Strategy**

* Negotiate and influence strategic decision making within the SLT.
* Plan and manage change in accordance with the school improvement plan.
* Attend management team meetings and appropriate governor meetings.
* Be a role model for professional leadership, promoting teamwork and motivating staff to ensure effective working relationships.
* Assume overall strategic and operational management of all aspects of the school’s finances, provide detailed monitoring reports to relevant stakeholders and advise on the implications of decisions.
* Respond to information requests from the Governing Body; making recommendations in the business management of the school.
* Lead on the school’s Business Continuity Plan and Critical Incident Plan.
* Monitor, review and evaluate current Service Level Agreements and contracts, tendering where appropriate for all new school contracts and then ensuring strict monitoring programmes.
* Leads on the preparation of statutory reports and identifies key information for onward dissemination to other internal senior colleagues and stakeholders.
* Supports managers to review workforce planning, identifying any risks or opportunities between organisational design and strategic plans, with consideration for benchmark data.

**Leading Financial Management**

* Assume overall management of all aspects of the school’s finances, providing detailed monitoring reports to relevant stakeholders and advising on all implications of decisions.
* Prepare budget forecasts and pupil number trends for the annual budget setting process.
* Maintain an effective system of internal control, including monitoring and evaluating the effectiveness and efficiency of all financial systems, policies and procedures and minimising opportunities for fraud and misappropriation.
* Evaluate complex financial data and consult with the senior leadership team and governors to prepare a realistic and balanced budget for short-, medium- and long-term financial planning driven by School Improvement Plan (SIP) targets.
* Submit the proposed budget to the senior leadership team and Governors for approval and lead on the overall financial planning process.
* Discuss, negotiate and agree the final budget
* Monitor income and expenditure in relation to the agreed budget to actively monitor and control performance and to achieve value for money
* Identify and inform the Headteacher of the causes of significant variance and take prompt corrective action.
* Monitor and evaluate spending throughout the year. Prepare termly financial reports to include projected balances to the end of the financial year and deliver these to the Headteacher and Governing Body.
* Make recommendations to the Headteacher and Governors on the spending of capital monies and to oversee the spending of these funds.
* Produce regular budget monitoring reports and ensure that subject and area leads are kept fully informed about the financial position of their areas/subjects.
* Analyse and monitor the rolling three-year budget plan for the school prepared by the Local Authority Finance Officer.
* Monitor, review and evaluate current Service Level Agreements and contracts, tendering where appropriate for all new school contracts and then ensuring that strict monitoring programmes achieve the highest quality of provision and value for money.
* Prepare financial returns to the LA, DfE and other local and central government agencies within the specified deadlines.
* Be accountable for ensuring that the appropriate School Financial Value Standards are met.
* Work with auditors to ensure the desired outcome and implementation of any follow-up requirements set.
* Have a secure knowledge and understanding of revenue and capital funding, payments from the LA and income from other sources and devise and implement a detailed plan as to how this funding will be allocated to achieve the desired objectives.
* Manage operation of all school bank accounts.
* Lead on and initiate income generation opportunities to ensure all available funding is being claimed, which will have a positive impact upon the school.
* Lead all procurement and tendering process for the school to achieve best value and performance.
* Use benchmarking tools to measure efficient and effective use of school resources, ensuring current school practices demonstrate the application of best value principles.
* Ensure that school journeys, educational visits and activities are being run in accordance with the school’s finance policies and procedures.

**Premises and Facilities Management**

* Understand, interpret and action the school’s responsibilities for managing all components of the PFI contract.
* Be responsible for ensuring that the school receives the best service from its PFI contract, including reporting on performance and overseeing the progress of each school project to ensure deadlines and quality of provision are adhered to.
* Manage the Facilities Management contract and liaise with all Facilities Management contractors across the site to ensure:

**a**. Delivery of a professional, efficient and cost-effective Facilities Management service to the school that is safe, compliant and fully functional throughout the year, in accordance with Premises Management Policies and Procedures and all relevant legislation including the PFI contract

**b**. The safe maintenance and secure operation of all school premises to ensure the safety and comfort of staff, students and visitors and to provide a secure environment in which teaching and learning can be provided

**c.** Quality and performance of the facilities management provider is monitored in accordance with their contractual obligations.

**d**. Building works and refurbishments are planned and executed, and asset management and forward maintenance plans are developed and updated (repairs, new works, maintenance, variations).

**e**. Premises costs are properly managed and reported including the purchase and repair of all furniture and fittings (Lifecycle)

**f.** The continuing availability of utilities, site services and equipment and action taken in the event that this is not the case

* Manage the Catering contract and liaise with the contractors to ensure:

**a.** Delivery of a professional, efficient and cost-effective Catering service to the school

**b.** Quality and performance of the catering provider is monitored in accordance with their contractual obligations.

* Establish and develop the promotion of the school’s resources to maximise the potential for use of the school premises in the evening and at weekends.
* Identify opportunities for use of renewable technologies and green energy options that demonstrate the school’s commitment to a sustainable environment and reduction of carbon footprint.
* Co-ordinate provision of appropriate insurance cover relating to all aspects of the school’s operation
* Be responsible for ensuring the maintenance and development of an up-to-date inventory of all material non-fixed assets within the school.
* Take a lead role in business continuity planning and effective risk management across the site.
* Develop strong working relationships and maintain open lines of communication with a number of stakeholders all at different levels such as campus partners, a wide range of contractors, governors, local authorities and facilities management personnel to ensure smooth delivery of services and curriculum.

**Health & Safety Management**

* Act as the school’s Health & Safety Co-ordinator to:

**a.** Lead on the implementation of the school’s Health and Safety Policy at all times, ensuring compliance with all appropriate legislation, to cover staff as well as contractors and suppliers. Ensure the policy is clearly communicated and available to all people.

**b.** Ensure systems are in place to enable the identification of hazards and risk assessments and training is provided for staff on preparation of Risk Assessments.

**c.** Enable regular consultation with people on health and safety issues.

**d**. Ensure regular health and safety audits are undertaken and any findings are addressed.

**e**. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive

**f.** Ensure Fire Risk Assessments are undertaken and any findings are addressed.

**g.** Plan, instigate and maintain records of fire practices and alarm tests.

**H.** Producing reports to meet statutory requirements and deadlines.

* Liaise with the senior leadership team to review and update the school’s Health and Safety Policy

**a.** Prepare termly health and safety reports for the Governing Body

**b.** Review and update the Emergency Response Plans.

**Resources and Administration Management**

* Be responsible for the provision and management of school administration services, ensuring that all who contact the school receive a friendly and helpful service.
* Lead the school admin team including induction, performance management, training and mentoring of staff directly supervised, ensuring that it functions efficiently, achieving the highest level of productivity and service.
* Manage schedules, coordinate meetings, and handle correspondence to ensure the Headteacher's day-to-day requirements are met with professionalism and confidentiality.
* Achieve improved service, value for money, and fitness for purpose of all resources.
* Effectively apply the school’s recruitment procedures and take a supporting role to the SLT in the recruitment of staff.
* Liaise with the LA on the production of staff contracts.
* Oversee processes to ensure an accurate and current asset register.
* Develop and maintain in-house systems to submit payroll claims to the LA for processing (absence, overtime, travel expenses etc).
* Be responsible for ensuring that all staff job profiles are updated as necessary.
* Be responsible for the absence management of staff, including policy updates, regular reviews of staff absence data and reporting into leadership team to ensure staff absence is effectively managed in line with school policy.
* To undertake return to work interviews for staff who have been absent as per absence policy guidelines.
* Liaise with the LA on all staff queries on personnel and payroll matters.
* Seek specialist expertise relating to complex HR issues, ensuring adherence to approved policies and guidelines at all times.
* Maintain the school’s MIS Personnel database for staff records and employment information.
* Ensure compliance with Data Protection Act and Freedom of Information publication scheme.
* Manage school licenses (non ICT), ensuring compliance with current legislation.
* Ensure that the school’s payroll functions and processes are in accordance with the Local Authority’s finance policies and procedures.
* Liaise with the Local Authority’s HR team to advise the Head Teacher on personnel issues.
* Act as lead contact with the Local Authority’s payroll providers to manage and maintain an effective payroll system for all staff and ensure compliance with all relevant legislation, including the management of pension schemes and associated services.
* Evaluate the school’s strategic objectives and provide the Headteacher and senior leadership team with advice on workforce planning, development of staff, management of staffing structures to include restructuring and redundancy in conjunction with the local authority’s HR procedures
* Manage marketing for the school which may involve social media.
* Ensures that compliant safer recruitment processes are in place in accordance with KCSIE and any other future equivalent statutory requirements and that the SCR and DBS records are up to date.
* Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when pupils leave.
* Support the administration of educational visits and trips.
* Oversee the provision of suitable meeting environments when required (such as governors).

**Data Protection**

* Act as data protection officer, ensure that all staff are fully trained and understand legislation regarding to Data Protection
* Lead on training, local procedures and promote a culture of strong data management across the school.
* Co-ordinate the transfer of data within guidelines
* Act as adviser to other staff

**Extra-Curricular**

* To support school events and functions including administrative duties.

**Report to governors on the above**

* Written reporting to governors 3 times per year (business Manager’s Termly Report to Resources Committee)
* Attendance at Governor’s meetings when necessary.

**Other**

* Provide occasional cover in the main office during busy periods, staff training and staff absence.



**Person Specification**

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| **Person specification form** | | | |
| **Post title:** School Business Manager | **Grade: 10** | | |
| **Directorate:** Children and Young People | **Post number:** | | |
| **Establishment or team:** Barden Primary School | | | |
| **Requirements**  **(based on the job description)** | | **Essential (E)**  **or**  **desirable (D)** | To be identified by: application form (A),  interview (I), or  Reference (R) |
| **Application** | | | |
| A well-considered, error-free and relevant accompanying supporting letter which should be a maximum of 3 sides of A4 | | E | A/I |
| Fully completed, error free application form | | E | A |
| Professional references should provide a strong level of support for skills, knowledge and attributes referred to below | | E | A/I/R |
| **Qualifications** | | | |
| 5 GCSE’s grade A\*- C (incl English & Maths) or equivalent | | E | A |
| Working at, or towards, a professional qualification in Business Management, Accountancy, Human Resources and/or Premises Management. | | D | A |
| Middle or senior management qualification | | D | A |
| Recent & relevant participation in professional development | | E | A/I |
| **Experience** | | | |
| Management within a public/private sector setting | | E | A/I/R |
| Experience in financial, HR, business and/or premises operations | | E | A/I/R |
| Experience of working within a PFI setting | | D | A/I/R |
| Experience of management of H&S | | D | A/I/R |
| Experience of leading, coaching and mentoring to develop others | | E | A/I/R |
| **Knowledge, Skills & Abilities** | | | |
| Thorough knowledge of financial management and associated systems | | E | A/I/R |
| A sound knowledge of policy and practice regarding premises management, Health & Safety, and Human Resources | | E | A/I/R |
| A clear understanding of HR legislation, processes and systems | | D | A/I/R |
| Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports. | | E | A/I/R |
| Ability to effectively use management information systems | | E | A/I/R |
| Knowledge of Data Protection legislative requirements and how to effectively manage a professional office in line with these requirements. | | D | A/I/R |
| Ability to work with accuracy and attention to detail. | | E | A/I/R |
| Ability to maintain strict confidentiality in all matters. | | E | A/I/R |
| Excellent communication, interpersonal and organisational skills when dealing with all levels of staff / parents / governors. | | E | A/I/R |
| Ability to build and maintain effective working relationships with a wide variety of people. | | E | A/I/R |
| Excellent organisational skills with the ability to thrive under pressure | | E | A/I/R |
| Proven ability to manage time and prioritise workload, meet rigorous deadlines and targets, whilst maintaining accurate records | | E | A/I/R |
| Inspires and motivates others within their team, school and the wider school. | | E | A/I/R |
| Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner. | | E | A/I/R |
| Ability to take a problem-solving approach to tasks and develop effective solutions | | E | A/I/R |
| Shows drive, enthusiasm and commitment in the achievement of objectives | | E | A/I/R |
| **Other** | | | |
| Willingness to participate in development and training opportunities | | E | A/I/R |
| Commitment to Equality & Diversity | | E | A/I/R |
| Commitment to Health & Safety | | E | A/I/R |
| Commitment to regular attendance at work | | E | A/I/R |
| Commitment to safeguarding and protecting the welfare of children and young people. | | E | A/I/R |
| Co-operative, flexible and supportive approach in the workplace | | E | A/I/R |
| Leads by example, with integrity, positivity and creativity using initiative | | E | A/I/R |
| Consistently demonstrates high standards of reliability, integrity and discretion | | E | A/I/R |
| Demonstrate a commitment to the school vision, aims and ethos, it’s community and the school improvement agenda | | E | A/I/R |
| **Prepared by: Claire Holgate Date: 22.4.25** | | | |

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.