

School Business Manager: Job Description



Woolmore
Primary School

GRADE & SALARY: PO4 – PO6 (Depending on experience) based on 52 weeks; flexibility possible.

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Finance, Personnel, Health and Safety, Administration and Organisation

CONTRACT: Parental Leave Cover – Fixed Term 9 months

JOB PURPOSE	<ul style="list-style-type: none"> As the school's leading non-teaching staff professional, to work as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school has adequate and suitable resources to meet its educational aims. In collaboration with the Headteacher, to develop business management goals and objectives that support our values and the School Improvement Plan. To be responsible for providing professional leadership and management of the administrative team to enhance their effectiveness, to achieve improved standards of support and resourcing, and subsequently achievement in the school. To take a coordinating and leading role in the financial management of the school, promoting the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives. To be responsible for the financial, administration, Personnel and Data Management. To ensure effective health & safety management of the school. To uphold and demonstrate explicitly the vision, values, and aims of the school and to actively contribute to their development. To fulfil our 'Do More – Be More Woolmore' vision for our school and our local community.
TO WHOM THE POSTHOLDER REPORTS	The postholder is responsible to the Headteacher in all matters. The postholder is also expected to network and liaise across a range of professionals, schools, and the wider community to ensure a consistency of approach regarding finance, administration, and personnel.

DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST

LEADERSHIP & STRATEGY	<ul style="list-style-type: none"> Support the Headteacher and SLT with development of the financial aspects of the School Improvement Plan Attend Leadership Team meetings as requested Attend full Governing Body and appropriate Governors' sub-committee meetings upon request Plan and manage change to areas of responsibility in accordance with the school's priorities To lead and manage the Admin and Premises teams ensuring a professional service to all Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person or organisation Contribute to the development and implementation of the overall values, aims and ethos of the school.
FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> Work with the Headteacher, Governors and external consultant to prepare, maintain and monitor a realistic and balanced budget Identify and inform the Headteacher 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, in collaboration with the Headteacher Provide ongoing budgetary information, reports and costed proposals as required Advise the Head and Governors without delay if fraudulent activities are suspected or uncovered

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	<ul style="list-style-type: none"> • Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets • Seek opportunities to enhance the budget through bids and grants • 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 SLA's • Manage the asset management system
ADMINISTRATION MANAGEMENT	<ul style="list-style-type: none"> • Lead and manage the school administrative function and lead all administrative staff ensuring that the front of house teams offer a service that is in alignment with our vision and values • Manage and maintain administrative systems that deliver outcomes based on the school's values and priorities, seeking to improve and modernise these as necessary • Manage systems and link processes that interact across the school to form complete 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
MANAGEMENT INFORMATION SYSTEMS AND ICT	<ul style="list-style-type: none"> • Develop and monitor management information systems used by the school • Consider approaches for existing and future use to introduce or discard administrative technology in the school (such as photocopiers and printers) • Consult with relevant people and other parties to introduce new technology used for administrative purposes or improve existing technology for different purposes • Ensure contingency plans are in place in the case of technology failure • Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied • Ensure that the strategy and relevant policies, including the Data Protection Act are communicated to the relevant stakeholders, ensuring compliance to legislation and regulations and that training and practice is of a high standard
HUMAN RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Maintain the School's Single Central Record ensuring it is up-to-date, accurate and compliant with the latest legal advice; and that it is always ready to be checked • Manage Payroll administration for all school staff, including timely submission to payroll, appointments, changes & resignations, timesheets, salary statements • To monitor the monthly salary statement and report to the Headteacher • In collaboration with the senior leader responsible for staff training, manage course bookings including monitoring First Aid qualified staff and qualification expiry dates • Maintain up to date personnel data • Ensure that all HR policies are recent, relevant and accessible including recruitment, appraisal, staff development, grievance, disciplinary, redundancy, whistle-blowing, grievance and that procedures comply with legal and regulatory requirements • Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice • Manage appraisal and training for administrative and premises staff • Seek and make use of specialist expertise in relation to HR issues

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SITE MANAGEMENT AND HEALTH AND SAFETY	<ul style="list-style-type: none"> • To work with SLT, governors and the premises team to ensure that Health and Safety requirements are met • To support the premises team to have and follow Health and Safety documentation to demonstrate fulfilment of all legal duties of the school • To line-manage the premises manager ensuring the school is safe, secure, maintained and cleaned to a high standard including devising and implementing a rolling programme of maintenance, decoration, and furniture replacement • To ensure all emergency, security and safety equipment is properly maintained and tested • To ensure that the school has an up to date asset register and regular stocktakes are undertaken
CATERING	<ul style="list-style-type: none"> • To ensure a smooth and appropriate operation of catering provision for pupils
SAFEGUARDING AND EQUALITIES	<ul style="list-style-type: none"> • To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together to Safeguard Children and Young People as this applies to the organisation • To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role • To lead on DBS certificate administration and maintenance of the school's Single Central Record and to assist with the monitoring of this by the Headteacher and Safeguarding Governors • Be aware of and support diversity, ensuring equal opportunities for all • Ensure that relevant colleagues are made aware and kept fully informed of any concerns which are raised in relation to safeguarding, child protection or staff wellbeing • Develop constructive relationships with all stakeholders of the school and be instrumental in successful communication with them, supporting the leadership team with the most sensitive information as required

This job description is not exhaustive: outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder and the school.