**Title: School Business Manager**

**Hours: 28 per week, Term-Time Only + 3 weeks (42 weeks per year)**

**Grade: PO3**

**Salary: £33,310**

**Line Manager: Headteacher**

**MAIN PURPOSE OF JOB**

As part of the Senior Leadership Team, to be responsible for the operational management of Finance, HR, Premises, Administration and Resource Management including ICT, community usage and lettings.

**Key Responsibilities**

Assisting the Headteacher in the leadership and development of the school

* Implement school policies and procedures
* Ensure safeguarding and safer recruitment
* Promote the aims, objectives and ethos of the school
* Ensure a healthy, clean and safe environment is maintained to high standard
* Liaise with external agencies as appropriate
* Ensure specific day to day functions of the school run smoothly
* Work in partnership with the Local Authoirty and Southward Diocese in all areas of key responsibilities

Although the role is full time and based on a 28 hour week. The post holder may be required to work outside of normal school hours on occasion (e.g. to attend Governing Body Meetings, etc), with due notice.

**KEY RESPONSIBILITIES**

1. **Strategic role**
2. Responsibility for strategic planning aspects over current year and a three to five-year period where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast and advise on current government and LA financial policy.
3. Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfE, LA, Southwark Diocese
4. To assist in the implementation of all policies within the remit of the role. These policies will include, but are not limited to, Scheme of Delegation, School Governance, Financial Delegation, Risk Management, safeguarding and pay and Health and Safety, lettings and charges and ensure that policies are communicated and consulted with staff, contractors, parents, children, the local authority, and other interested parties.
5. Working within the leadership team to ensure that the revenue and capital funding, equipment and resources are managed efficiently and cost-effectively in support of educational objectives.
6. To continually enhance the reputation of the school within the borough and beyond by building good networks of support and developing effective relationships
7. Participate and contribute to strategic decisions made with the Leadership Team and Governors to make the best possible use of the resources available.
8. Prepare the annual budgets for the Head’s and Governors approval, so that the school financial resources are maximised.
9. Provide financial analysis and regular reports to the Head, Governing Body and Managers on projected income and expenditure against the school’s budget plans to ensure budgetary control.

**2) General Management and Administration**

1. To be responsible for the overall line management and professional development of the Administration staff and the Premises staff in developing and implementing new procedures, protocols and office systems to meet the changing needs of the school. To set objectives and manage performance of administration and premises staff.
2. To recommend, establish and maintain computer-aided administration, including SIMS, LGFL and FMS which supports all the general work in the school, including statistical analysis, in conjunction with the LA, ensuring that the pupil database and other pupil records are properly maintained and regularly updated.

**3) Personnel and Human Resources Management**

1. Be responsible for ensuring effective procedures are in place to meet the LA’s regulations in relation to all personnel matters relating to staff.
2. Provide a confidential, effective and efficient personnel service to all staff in line with the school’s adopted policies and procedures.
3. Be responsible for the administration of all personnel matters including recruitment, retention, contracts of employment and payroll.
4. Be responsible for the maintenance of manual and computerised personnel records securely.
5. To monitor the provision of induction for newly appointed support staff and advice and guidance to existing staff on issues relating to their employment.
6. Liaise with ‘bought in’ services e.g. Occupational Health, Payroll, HR Adviser.
7. Liaise with Recruitment Agencies to ensure supply staff have relevant checks in place
8. Support the Headteacher with implementing the sickness code, disciplinary procedures and performance management issues.
9. Check monthly payroll report to ensure staff are being paid correctly.
10. Update and review statutory policies and make available to all staff and governors.
11. Act as line manager for the administration and premises teams taking responsibility for monitoring the quality of their work and undertake appraisals for designated staff and ensure that their professional development needs are met.
12. Evaluate the school’s strategic objectives and obtain information for workforce planning

**4) Finance and Accountancy**

1. To formulate short (one year) and long term (three to five year) budget strategies with agreed procedures which are reviewed annually and to prepare and present the annual budget for approval by the Headteacher and Governors with regular financial updates and reports over the year
2. To be responsible for all the financial accounts within the school; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts, for public funds, school journeys and any external grants and to undertake monthly reconciliations
3. To be the budget holder for the schools non-teaching and maintenance budgets
4. To be a budget signatory for all school budgets up the limit prescribed by the Governing Body
5. To be a member of the Finance Committee attending committee meetings as required.
6. To ensure effective monitoring systems of income and expenditure are operated.
7. To undertake the accounting for the school, recommending appropriate action where necessary obtaining comparative quotes, where appropriate, in order to receive best value for money. Having responsibility for ensuring the banking of monies, electronic income, and chasing monies owed to the school, and payment of casual staff and overtime.
8. To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money.
9. To prepare bids for capital development projects, external funding possibilities.
10. Manage the schools accounting system, ensuring monthly financial reports for expenditure and income are provided to the Governors Resources Committee members.
11. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
12. Maintain accounting for School Fund and School Journey and produce end of year accounts for both.

**5) Premises**

1. To be lead in the management and maintenance of the school site (including planned works) and to ensure that contracts for annual checks are carried out as well as ensuring all insurance and liability insurance policies are up to date.
2. To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary and is compliant with safeguarding policies.
3. Oversee the facilities and estate functions of the school to ensure as far as reasonably possible that:
4. an asset management plan is developed, implemented and updated in line with agreed priorities including risk management;
5. all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection;
6. caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
7. policies and procedures for contractor and supplier access to site and their management on site is aligned to children safeguarding policies.
8. Under guidance establish and maintain a school Health and Safety policy and oversee a programme of risk assessments and fire drills.
9. To undertake other related duties that may be required to meet the needs of the schools.
10. Advise Governors and staff on the financial and budgetary implications of all building works, improvements and capital schemes.
11. Liaise with contractors when required to enable the work to progress and ensure works run to time.
12. Act as the school’s Health & Safety Co-ordinator.
13. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
14. Monitor, assess and review contractual obligations for outsourced school services

**6) Contract Management and Procurement**

1. To be responsible for and manage contracts with external providers which will   
    include, but are not limited to
2. Site Services and Cleaning
3. Photocopying and Printing
4. ICT Service and Support
5. Site Maintenance and Health and Safety
6. ICT Software
7. To lead negotiations with all potential and existing suppliers to ensure the school the best value for all goods, services and works procured.
8. To lead in the development of performance indicators to manage all contractors
9. To lead in dispute resolution and rectification where contractor performance is not meeting standards
10. To identify, research and recommend contractors to the Governing Body
11. To ensure that the school adheres to the WBC Procurement guidelines and that major procurement is communicated to the leadership team and governors

**8) Communication and ICT**

1. To ensure that all office & premises staff contribute to professional and welcoming environment
2. Work with the Leadership team to develop a sustainable, cost-effective ICT plan that supports both educational and operational objectives
3. Monitor staff management of hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal-use by pupils, staff, volunteers, parents and other users;
4. The effective commission, procurement and management of external resources and services required for the ICT function
5. Manage the admin ICT infrastructure. To include ICT replacements for the future and take into consideration a disposal strategy
6. Manage the school’s administrative and financial software systems.
7. Complete School Census and Work Force Census returns
8. Manage email accounts on LGFL
9. Ensure financial data is produced for the school website (use of Pupil Premium & Sports Grant funding)
10. Consider approaches for existing use and future plans to introduce or discard technology in the school
11. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
12. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
13. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school and ensure that all practice is GDPR compliant
14. Establish systems to monitor and report on the performance of technology within the school
15. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
16. Ensure contingency plans are in place in the case of technology failure

**Safeguarding**The post holder will share the school’s commitment to safeguard, and promote the welfare of the children in our care. You will need to be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

This job description is not an exhaustive or final statement of the duties. The post holder will be expected to take on duties and responsibilities consummate with the grade of the post as directed by the Headteacher.

**Closing Date: Friday, 17th May 2024 at 12pm**

**Interview Date: Wedneday, 22nd May 2024**