



School Business Manager – Job Description

Job details

Salary Range: PO5: £51,098-£54,131 (full time equivalent)

Contract type: Full time, permanent - 20 hours per week, term-time plus 4 weeks, including INSET days

Reporting to: Principal

Responsible for: Administrator, Admin Assistant(s), Finance Assistant(s), Caretaker

Duties and responsibilities

- To promote the school's vision and ethos
- To share responsibility for and commitment to safeguarding and promoting the welfare of students
- To have the welfare and care of all students as a priority when carrying out your responsibilities
- To promote and use all school policies, systems and administration efficiently
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school
- To take part in appraisal reviews in accordance with the school's agreed policies
- Participation in the wider life of the school by running extra curricular activities and attending fundraising events, promoting positive relationships between staff and home and school
- To take part in Continuing Professional Development in accordance with the school's agreed policies
- To be flexible and adaptable in the responsibilities you will assume

Job purpose

To act as the leading business professional in the school and work as part of the wider leadership group to assist the Principal in meeting the school's aims.

To strategically lead the academy's business management functions and to be accountable to the Principal for the planning, development and delivery of the business management functions within the academy with a key focus on HR, Operations and Site including Health and Safety. These functions include Strategic Operational Planning; Financial Resource Management in partnership with TEFAT Finance Team,; Administration Management with Administration and Site Staff; Management Information Systems; Business Development including lettings income; Marketing and Public Relations.

To line manage the site manager, finance officer, administration officer and school receptionist/welfare assistant to ensure efficient and effective operations; facilities/property management and health and safety management of the school

The role will also include working in partnership with the HR Assistant and finance officer to ensure an effective and efficient human resources service in relation to payroll and financial contractual obligations for staff.

To work when needed with other academies within the Elliot Foundation Academy Trust (TEFAT), promoting the Trusts ethos of collaborative working and potentially leading TEFAT projects.

The post holder will be a member of the Wider Senior Leadership Team (SLT).

Line Management

The School Business Manager will be expected to line manage:

- Caretaker
- Administrator
- Admin Assistant
- Finance Assistant

Key Responsibilities

Leadership Accountabilities and Expectations

- Shared leadership of the academy as a member of the Wider SLT.
- Provide advice, guidance, information and strategic leadership to the wider leadership team and local Governing Body.
- Equivalent standing and leadership expectations as for an Assistant Principal.
- Strategic leadership of, and accountability for, the academy's business functions.
- Day-to-day leadership, organisation and management of staff within these functions.
- Work in partnership with the Principal, Elliot Foundation Academy Trust finance team and HR team to ensure strategic leadership that supports both the schools' and trust aims and improvement planning.

Leadership

- Responsible for the strategic leadership, development, implementation and impact of business management functions within the academy.
- Manage the whole school administrative function and lead the administration team including compliance to safeguarding and health and safety at all times
- Design and maintain administrative systems that deliver outcomes based on the school's aims, goals and current School Development Plan targets.
- Lead, develop and performance appraise staff within the administration and business management functions.
- Responsible for the development and implementation of business management related policies and ensure dissemination of trust policy as appropriate.
- Ensure statutory compliance is in place for all HR matters including the annual workforce census and contractual obligations including monthly payroll checks, pre employment checks, staff contracts, occupational health referrals and management of sickness and leave of absence procedures in line with TEFAT policy.
- Lead on the management of the school's emergency plans in respect of critical incidents and where appropriate liaise with the school's Principal and Site Manager to ensure statutory compliance including training for appropriate staff
- Along with all members of staff, take responsibility for promoting safeguarding the welfare of children he/she comes into contact with
- To provide administrative support to the Leadership Team by:
 - Managing the Principal 's diary
 - Leading and obtaining advice for Senior Leadership Team relating to Business, Financial and HR related issues within the school
 - Be responsible in partnership with the HR and Finance Assistant for ensuring the safeguarding for volunteers; work experience students and teaching students prior to authorisation by the Principal or Senior Vice Principal.
- Work with senior leadership colleagues to lead and/or manage change in accordance with the Academy Improvement Plan and other strategic plans.
- Develop professional business leadership communities through ongoing collaboration and networking.
- Lead on the strategic management of whole school information systems and ICT.
- To work in partnership with the Finance Manager and TEFAT Finance Team to support the strategic financial planning of the school
- Lead business development including management of income through lettings.
- Act as Appraisal/Performance Management team leader to the School Receptionist; Administration Officer, Site Manager and Finance Assistant

Strategic Financial Planning & Financial Resource Management

- Responsible, alongside TEFAT, for procurement and contract management, and for securing relevant sponsoring and partnering arrangements adding income to the academy.
- Responsible for the strategic financial planning of human resources in partnership with the Principal and TEFAT Finance and HR teams.
- Work with the Finance Manager and TEFAT Finance team to create a balanced annual budget and review forecasts on a monthly basis.
- Lead and Manage regular review of workforce planning; implementation of effective HR functions.
- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Work in partnership with The Elliot Foundation Academy Trust to ensure an effective and efficient partnership with staff recruitment and retention services including supply agencies ensuring value for money.
- Support procurement of ancillary services eg catering and cleaning to ensure an effective and efficient service to the school community.
- Lead the development of an effective income generation strategy including lettings in partnership with the Principal and Site Manager.

Human Resource Management

- Lead on all aspects of personnel contracts both pre-employment, during employment and post employment ensuring all statutory compliance and TEFAT policy is adhered to at all times.
- Act as the first point of contact for any HR queries from staff, acting upon appropriately within school and TEFAT policy, liaising with the Principal accordingly.

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage appraisal and development for all line managed administrative staff
- Manage the first aid qualifications of staff across the school including Wrap Around Care provision and EYFS expectations/ratio standards
- Manage the recruitment process including, but not limited to, preparing relevant documentation for advertising, liaising with HR providers, posting jobs on various platforms and interview process.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them in to practice
- Ensure the school's equality policy is clearly communicated to all staff in school
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the type of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Being responsible for tracking and monitoring staff attendance records in line with the Managing Absence Policy:
 - Managing staff absence - conducting return to work meetings with staff returning from absence, monitoring sickness triggers, inviting staff to trigger meetings and follow up
 - Managing planned absence for staff ensuring individuals are not abusing the School policy
- Taking minutes at staff/parent meetings as required
- To be responsible for the completion of all statutory checks for new starters in line with guidance set out in Keeping Children Safe in Education including, but not limited to, obtaining references, DBS and Right to Work checks and creation of contracts
- Maintain personnel files for all employees including the maintenance of an up to date Single Central Register in line with statutory requirements and Trust guidelines
- To be responsible for ensuring CPD records are maintained and are up to date in liaison with the Senior Vice Principal (CPD leader) and finance assistant
- To be responsible for the removal of leaving staff members from files/records

Premises Management and Health and Safety Management

- In partnership with the premises manager, oversee the maintenance of the school site, ensuring all site contracts/SLAs are in place; regular checks are booked as required and clear records are kept of outcomes
- Act as line manager for the Site/Premises Manager
- Oversee the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all
- Organise health and safety training and site training for staff and keep an up to date log of completion and renewal dates (including attendance certificates) as directed by TEFAT Estates Director, Principal and HSE regulations
- In partnership with the Site Manager and TEFAT Estates Director ensure that a yearly health and safety audit is carried out of the school premises; an action plan created and timeline for action plan completion
- In partnership with the Site Manager be responsible the regular monitoring of site compliance records and report to the Principal and/or TEFAT Estates Director strengths in site compliance and raise any concerns immediately (using HSE and TEFAT guidelines)
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- In partnership with the Site/Premises Manager, put in place a 3 year conditions improvement plan in respect of school budget related items and liaise with the Principal and TEFAT Estates Director in respect of larger capital conditions improvement projects on at least a yearly basis.
- Report to the Principal any concerns relating to site compliance and work in partnership with TEFAT to resolve any concerns acting when required immediately for the safety of children, staff, parents/carers and visitors to the school site

Marketing & Public Relations

- Devise and implement marketing and communication strategies for the academy in consultation with the Senior Leadership Team and Community Council.
- Lead on the marketing of the school premises for lettings purposes, liaising with the Principal and Site Manager accordingly.

Community Council

- Act as clerk to the school's Community Council

The post holder will be expected to work in partnership with all school staff, including the Senior Leadership team, parents/carers, internal and external visitors and members of The Elliot Foundation Academies Trust to provide an efficient and flexible delivery of a range of services. The post holder may be expected to undertake any other reasonable duty as directed by the Senior Leadership Team, including the Principal.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description. This post is subject to Enhanced Disclosure procedures. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: December 2023

Next review date: December 2024

Principal's signature:

Date:

Postholder's signature:

Date:
