



Eversley Primary School

School Business Manager Job Description

Job Title: School Business Manager

Work Location: School Based

Reports To: Head Teacher

Grade: SM1

Leads & Manages:

School Office, Finance Administration, Site Manager, Cleaners, Technicians, Welfare/Attendance Officers, Library Assistant

Job Purpose

- To manage effective administrative and financial services to the school
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- To manage the administration of personnel functions in the school
- To manage the purchase of supplies, equipment and services
- To manage maintenance of administrative systems that deliver outcomes based on the school's aims and goals
- To develop and communicate clearly the school's development/strategic plan
- To be responsible for the overseeing of maintenance of the buildings, grounds and equipment
- Management Information & ICT including overseeing the school asset register.
- To process all income and management of lettings.
- To be a member of the Senior Leadership Team

Specific Responsibilities

Leadership & Strategy

- Contribute to strategic planning, decision making and development within the school's senior management/leadership team;
- In the absence of the Headteacher, take delegated responsibility for financial and other decisions;
- Plan and manage change in accordance with the school development plan;
- Attend senior management/leadership team, full Governing Body and appropriate Governors' committee meetings;
- Review and develop the administrative support structure to meet the current and future needs of the School.

Finance

- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations and the School Financial Value Standard (SFVS);
- Have responsibility for school financial modelling and planning in line with agreed school development plans;
- Ensure financial policies and practices (including all aspects of financial planning and management, income generation, audit and control) are regularly reviewed to make best use of the school's financial resources;
- Ensure a long term financial plan for the school is prepared and maintained in line with school improvement priorities, staffing requirements and projections of pupil numbers;
- Advise the senior leadership team and Governors on the development of a business plan and budget, including the long-term financial strategy;
- Develop robust management information systems to provide clear and regular financial reports for the Head, full Governing Body and Finance Committee as well as relevant external authorities;
- Ensure that systems and procedures are established and effectively implemented to produce clear lines of financial accountability, provide appropriate checks and balances and minimise the risk of fraud/misuse of funds.

Resources

- Ensure appropriate administration provision within the school to enable the school to operate efficiently and effectively;
- Review, develop and implement effective methods to improve administrative systems;
- Through the Head teacher and on behalf of the Governing Body, negotiate Service Level Agreements with the Local Authority and other organisations and quality assure services provided;
- Manage the procurement of external contracts, researching for best value(including photocopiers, telephones, HR, payroll and other SLAs), liaising with relevant external partners to secure economies of scale, preparing appropriate tender documentation and overseeing the subsequent tendering process;
- Monitor all external contracts and SLAs to ensure effective service delivery.

Personnel Administration

- Provide advice to the Headteacher and Governors in relation to workforce planning having regard to the school's strategic objectives;
- Identify and advise on the skills, knowledge, understanding and experience required to undertake existing and future planned activities;
- Ensure that all employment policies and procedures are current and legally compliant;
- Line manage and undertake the Performance Review of the support staff as appropriate;
- Participate in the selection process for staff;

- Ensure that accurate personnel records, including sickness and other absences are maintained and information passed on to LBE Personnel and Payroll Services as necessary;
- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts as required;
- Oversee the administrative processes relating to recruitment and other staff changes, including the seeking of references, medical clearance and CRB checks as required;
- Consult with LBE Personnel in the provision of information and advice on conditions of service for all categories of staff employed at the school;
- Ensuring the school Single Central Register is up to date at all times.
- To ensure that all staff details whether kept in a file or on a disk are securely locked away as agreed with the Data Protection Agency.
- Ensure that all staff are paid on the correct scale and spine point in consultation with Governors and provide appropriate information on pay to staff, the Governing Body and the LA;
- 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.
- Processing the schools workforce census. Ensuring all contractual information is correct on the schools MIS system.

Premises

- Have responsibility for the school premises maintenance and development programmes, contractors, tendering and school lettings;
- Through oversight of the Site Manager and other premises staff ensure the safe maintenance and security operation of all school premises;
- Lead on the procurement of contracts for ancillary services including the catering, cleaning and grounds maintenance contracts, researching for best value, liaising with the LA corporate purchasing department, preparing appropriate tender documentation and overseeing the subsequent tendering process. Ensure all such ancillary services are monitored and managed effectively.
- Ensure the continuing availability of all necessary utilities, site services and equipment;
- Monitor and review contractual obligations for outsourced school services;
- Ensure the school health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds.
- Manage school lets, including development of a marketing strategy and appropriate materials to maximise income from letting the school premises.

Health & Safety

- Responsibility for the implementation and monitoring of the School Health & Safety Policy including critical incidents and fire safety;
- Responsibility for the premises team in ensuring that appropriate Health and Safety checks and records are up to date;

- Liaising with and securing expert advice from relevant external Health & Safety staff, as necessary.
- Ensuring regular internal and external Health & Safety checks and ensuring compliance with all relevant external Health & Safety standards and requirements;
- Reporting regularly to the Headteacher and Governors Premises and Health & Safety committee;
- Responsibility for school journeys/trips and associated risk assessments.
- To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
- Respond to emergencies appropriately and inform relevant staff

In addition to these responsibilities the School Business Manager will also:

- Negotiate and influence strategic decision making within the school's SLT;
- To ensure that all school records and data are maintained in line with General Data Protection Regulations (GDPR).
- To coordinate processes to ensure that contingency plans are in place in the case of technology failure.
- To manage the school functions relating to administrative duties; ICT facilities; reprographics; storage and security of pupil records and financial documentation and telephone systems
- Understand the culture and climate of the school and where appropriate the wider educational environment;
- Maintain a visible, professional and high profile within the school;
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications;
- Identify additional finance required to fund the school's proposed activities and seek new methods of income;
- Actively promote the marketing of the school and its resources;
- Undertake any other duties requested by the Headteacher, commensurate with the specific responsibilities of the post.

All Staff Will

- Promote equality of opportunity
- Follow Safeguarding and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the schools Strategic Development Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the school
- Be committed to achieving the school values
- Respond promptly to concerns from parents, staff or students
- Promote the school in the community
- Support Code of Conduct for staff
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

Eversley Primary School is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at the school are expected to share this commitment. The school is committed

to ensuring that no applicant or employee receives less favourable treatment or is disadvantaged on the ground of gender, age, disability, religion, belief, sexual orientation, marital status or race.

