

# School Business Manager Job Description

**Job title: School Business Manager**

**Salary:** (starting salary dependent on experience) BGF31 up to BGE42

**Hours:** 25 hours per week. Weekly working hours are open to discussion as to when these are timetabled across the week, this could include remote working. Term Time only + two weeks

**Contract type:** Permanent

**Reporting to:** Headteacher

#### **Main Purpose**

As part of the senior leadership team, the School Business Manager is responsible for the strategic leadership and effective management of the school’s business operations, including budget and finance, human resources, premises, asset management, health and safety, compliance, and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

* Premises Staff (caretaker and cleaners)
* Administration Team (School secretaries, Finance assistant, Clerk to Governors)
* Extended Schools (After School Club and Footsteps Administration)
* Catering Team (Catering manager and kitchen assistants)
* Midday Team (Lunchtime controllers)

|  |
| --- |
| **JOB PURPOSE** |
| 1. To contribute to and develop strategic vision and manage all aspects of:
	* + - Finance including; planning and control and income generation
			- Asset management, to include school site and buildings
			- Health & Safety
			- Human Resource policies and procedures
			- Managing in-house catering service

2 To participate in the Senior Leadership Team (SLT)1. The above to be carried out within the legal frameworks established by the

 DfE, LA and having due regard to the school policies1. Involves significant decision making affecting the whole school.
2. To deputise for the Headteacher in non-teaching matters.
 |

|  |
| --- |
| **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE** |
| Reports directly to the Head Teacher and is part of the school’s Senior Leadership Team.The role has line management responsibility for a team of at least eight people.The following roles report to the School Business Manager:* Premises staff comprising Caretaker and cleaners
* Administration team comprising of School Secretaries, Finance Assistant and Clerk to Governors
* Extended Schools – After School Club administrator and footsteps Nursery Administrator
* Catering Team comprising of Catering manager and 2 kitchen assistants
* Midday team comprising Midday Supervisor and Lunchtime Controllers
 |

|  |
| --- |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| 1. Deputise for the Headteacher in non-teaching matters.
2. Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies
3. Manage the school’s administrative function. Specific responsibilities include:
* Ensuring inventories of equipment, stock and licences are maintained.
* Ensuring that all statutory and statistical returns are completed as appropriate.
* Having an overview of the efficient running of the IT administration and curriculum system.
1. Manage administration of human resources
* To take a lead role in the development, maintenance and monitoring of all aspects of personnel management information including; maintenance of confidential staff records, and provide detailed analysis and evaluation of data and produce reports and information as required
* To take a lead role on Human Resource Management matters including recruitment, induction, appraisal, training and mentoring of associate staff and liaise with LA officers as necessary
* Managing Staff Attendance and Leave to ensure a continuous service throughout the year.
1. Management and maintenance of all school facilities, including premises, grounds, fabrics and furnishings, including;

To have oversight of all aspects of the school site and its buildings, their maintenance and cleaning,* Taking the lead on compiling and implementing a Premises Asset Development Plan and Conditions Survey including energy conservation;
* Ensuring the appropriate liaison and monitoring of all Service Contracts and External Service;
* Advising on all Health & Safety matters, including measures in the event of emergencies.
* To manage all aspects of procurement; including tendering Compulsory, Competitive tendering (via a consultant, if appropriate).
* Responsibility for letting of the school premises
* Where appropriate, act as the health and safety manager for the school.
1. Develop appropriate policies and systems relevant to school support functions
2. Contribute to school improvement plan and marketing strategy
3. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
4. Develop income generating activities including preparation of and submission of bids for funding to external agencies. Liaise as appropriate with outside agencies including the Local Authority and the Diocese.
5. Manage the delivery of Extended Services activities e.g. After School Club, Morning Club and After School Activities
6. Business and financial management of Footsteps Nursery including budget/financial planning and advice to the senior leadership team, governing body and external agencies.
7. Such other duties as from time to time are necessary, compatible with the nature of the post, as directed by the Head Teacher or deputy.
8. Liaise with external providers, contractors, and agencies to ensure the school’s operational needs are met

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only |

|  |
| --- |
| **SCOPE OF JOB (Budgetary/Resource Control, Impact)** |
| * Responsible for managing a budget in excess of £0.9m and providing recommendations and advice on best value.
* Accountable for the physical, financial and information resources of the school.
* The post holder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy. May have contact with pupils entering the office.
* Liaison with local businesses, community organisations, the Local Authority and Portsmouth Diocese.
 |

**BRACKNELL FOREST BOROUGH COUNCIL**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Job Title:** School Business Manager | **Section:**  |
| **Department:**  Non-Teaching and Business Team | **Post Number:** |
|  |  |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications And Training** | Knowledge and skills equivalent to current national qualifications level 5Working at or towards national occupational standards ( NOS) in Business and Administration | Have or willing to work towards Diploma of School Business Management (DSBM) or other higher level business qualification. |
| **Competence Summary** | Knowledge of theory and practice of business and administration management. Extensive experience and expertise across a range of activities, such as finance, procurement, administration, staff management.Extensive managerial experience and skills across a range of activities, such as HR, finance and administration. Advises leads and negotiates on behalf of school in external matters such as contracts, procurement, funding bids; regularly deals with a range of complex whole school finance and HR issues.IT competency Microsoft Office with strong excel skills | Experience of working within a school business environment.Knowledge and experience of working in a church funded voluntary aided school.SIMS  |  |
| Communication skills | Able to articulate clearly to a wide variety of audience.Active listeningAble to direct, train, motivate and control a team.Presentation skills to a variety of audiencesReport writingNegotiation skills |  |  |
| Analytical skills | Develops and implements school administrative, financial and related policies and procedures. Analytical, judgemental or creative skills required to interpret very varied and complex information or situations. including whole school budget preparation and planning, support service monitoring. |  |  |
| **Work Related Personal Requirements:** | Physical demands:Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.Emotional demands:Exposure to difficult or emotionally demanding situations is infrequent.Mental demands:Management work is regularly interrupted requiring a switch from one activity to another.Be able to work under stress and meet deadlines |  |  |
| **Other Work Requirements** | Work normally carried out in a busy school office environment.A commitment to safeguarding and promoting the welfare of children |  |  |

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher and amendments may be made to the job description after consultation with the postholder to align with evolving school objectives.*