

JOB DESCRIPTION

DATE:	August 2014
POST TITLE:	School Business Manager – Tredegar Comprehensive
POST NO:	BG05648
SALARY RANGE:	Level 9 (Scp: 40-44)
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	All Support Staff

JOB PURPOSE

- The School Business Manager is the school's leading support staff professional and works as part of the senior team in their duty to ensure that the school meets its educational aims
- Responsible for providing professional leadership and management of the school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- Promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management/ Administration Management/ Management Information and ICT/ Human Resource Management/ Facility and Property Management/ Health and Safety of the school.

MAIN DUTIES

Leadership and Strategy

- Attend senior management, leadership team, full governing body and appropriate Governors sub committee meetings.
- Influence strategic decision making within the school's senior management/ leadership team
- Plan and manage change in accordance with the school development/ strategic plan.
- To lead and manage all school support staff.

Organisation

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole-school systems/procedures/policies.
- Overall management of all support staff
- Have sole responsibility for policies and procedures relating directly to human resources for support staff, Health and Safety, Financial and resources matters.
- Act as the schools Health and Safety Co-ordinator and Fire Officer. Plan, instigate and maintain records of fire practices and alarm tests.
- Represent support staff at relevant meetings
- Direct Leadership and Line management responsibilities of all support staff. These include; Caretakers, Technicians, Cover Supervisors, Administrative Staff, Exam Invigilators, etc.
- To maintain confidential staff records and ensure that school data protection procedures are of the highest standards.
- Ensure that support staff job descriptions are regularly updated and that work is evenly shared out amongst the support staff.
- Organising and chairing appropriate meetings with support staff and other staff within the school as is necessary.
- To be responsible for the quality of planning of all school trips ensuring that such planning complies with Borough policy and procedures and that the safety of all participants is assured. To ensure that all financial and travel arrangements are of the highest order.
- Monitor, evaluate and manage the quality of the day to day work of support staff.
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff.
- Represent the Head Teacher and support staff at relevant meetings both in school and with outside agencies.
- Be in charge of all Health and Safety matters in school, reporting to the Head Teacher and Governing body directly and liaising with all outside agencies on Health and Safety matters.
- Plan strategically for developments and improvements in the site and resource base of the school, ensuring the needs of the students are paramount.
- Organise all special events in the school and, as part of the School Leadership Team, lead the planning of the calendar and diary for the year.

Administration

- Develop, monitor and evaluate management information systems within the school.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Be responsible for the design and effective operation of administrative procedures.
- Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies, e.g. National Assembly for Wales.

- Report directly to Governors on all matters relating to Finances and Resources as well as the site and Health and safety.
- Have direct responsibility for all financial and resource management in the school, advising the Head Teacher and Governors on both strategic longer term planning and short term trends.
- Be responsible for the management of staff absence procedures, arranging Lesson Cover, the acquisition and effective deployment of Supply Teachers and ensuring the borough Attendance Management policy is strictly adhered to.

Resources

- Identify the need for, select and manage resources, including management of resource budget.
- Be responsible for the appropriate deployment of all support staff, including recruitment.
- Be responsible for the provision of specialist advice and guidance to SMT/Governing Body, etc., on national and local guidelines/policy/statute, etc and on all financial and resources matters.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
- Manage procurement and be responsible for securing relevant sponsorship.
- Identify the need, and be responsible for securing appropriate licences and insurance.
- Be responsible for devising marketing and promotional strategies for the school.
- Be responsible for the management of facilities, including use of premises and associated income and major building works and projects, e.g. new development.
- Develop work specifications and monitor and evaluate service contracts ensuring the school achieves value for money.
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Be responsible for planning, monitoring and evaluation of budget.
- Be responsible for the management of expenditure from the school budget.
- Be responsible for the management of Health and Safety within the school.

Responsibilities

- 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 an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

- To identify areas where further professional development would enhance the quality of own Leadership and management of the school.
- To advise on financial policy and procedures.
- To prepare annual estimates of income and expenditure.
- To assist in the preparation of the annual budget, to obtain agreement of budgets and to monitor accounts against budgets.
- To prepare regular management accounts for budget holders.
- To monitor departmental expenditure.
- To process orders and payment for goods and services to the school.
- To ensure a full reconciliation is undertaken at least once a month.
- Oversee the school's Petty Cash system.
- Utilise computerised systems to present and interpret data and make recommendations as required.
- To manage the payroll process and relevant HR paperwork submissions.
- Prepare financial returns as necessary and appropriate.

Date Agreed by Postholder:

Signature of Postholder:

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

School Business Manager

	Qualifications & Experience	Method of assessment
Essential	Several years' experience working in an office environment at a management level.	Application form/ Interview
	Financial Management Experience in an educational setting and use of SIMS/FMS modules.	Application form / Interview
	Line Management Experience in a school setting.	Application form
	Experience of using purchasing systems.	Application form/ Interview
	Experience of child protection procedures and commitment to safeguarding pupils.	Interview
	Experience of managing facilities in a school environment.	Application form/ Interview
	Excellent ICT skills.	Application form/ Interview
	Excellent numeracy/literacy skills.	Application form / Interview
	Excellent data analysis skills.	Application form / Interview
Desirable	A relevant Health and Safety qualification.	Application form
	A relevant Business Management qualification.	Application form
	Knowledge and Skills	
Essential	Full working knowledge of relevant policies/codes of practice/legislation.	Application form/ Interview
	Knowledge of Health and Safety requirements in a school setting.	Application form / Interview
	Ability to interpret advice/statute and to devise policy/practice in the light of these.	Interview
	Ability to manage a multi-disciplinary team effectively.	Interview
	Ability to relate well to children and adults.	Interview
	Ability to persuade, motivate, negotiate and influence.	Application form / Interview
	Ability to self-evaluate learning needs and actively seek learning opportunities.	Application form
	Ability to work constructively and flexibly as part of a team, making constructive input to the management of the school.	Interview
	An ability to establish and develop positive relationships throughout the school.	Interview
	Knowledge of the Payroll System and HR paperwork.	Application form/ Interview

Desirable		
	Personal Attributes	Method of assessment
Essential	The ability to think strategically	Interview
	The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others.	Interview
	The ability to manage the school budget both on a strategic and day to day level.	Application form / Interview
	The ability to lead, organise and motivate a team.	Interview
	The experience and ability to deal positively with staff, children and parents.	Interview
	Effective time management skills.	Interview
	Effective use of ICT in management and data handling.	Application form/ Interview
	Knowledge of the Payroll System and HR paperwork.	Application form/ Interview
	The ability to be flexible and positive, dedicated and trustworthy.	Interview
	To be loyal and committed to the school.	Interview