

## Business Manager Job Description

<b>Job title:</b>	Business Manager
<b>Grade:</b>	PO3
<b>Hours:</b>	36 hours per week, 52 weeks per year
<b>School:</b>	Corbets Tey School
<b>Reports to:</b>	Headteacher
<b>Staff managed (if any):</b>	8 administrative staff (Part time variety of hours)

### Job Purpose and Content

The School Business Manager is responsible for supervising, managing, monitoring and ensuring the quality of the school support services. This includes services that are delivered directly by administrative and site staff working at the school and also services that are supplied by the local education authority and other commercial providers under contract or service level agreements. These services may cover:

- Accounting and financial management
- Administrative systems, procedures and services
- Personnel and payroll administration
- Premises and facilities management
- Health, safety and security
- Cleaning, catering and grounds maintenance
- Support to the governing body and its committees and sub committees.

The School Business Manager will monitor the performance of designated administration support staff and the quality of the services that they provide. This would include holding regular supervision meetings and on-going performance management. They would also provide support, mentoring and coaching where this is needed to maximise performance.

### Overall Responsibilities

- Manage the administrative, clerical and other support functions
- Create and utilise management systems to deliver high quality, effective and efficient administrative systems and services to the school and Local Authority.
- Quality assuring, managing and supervising a team of admin staff including:
  - Quality checking the provision of all internal school administrative services – regular service area meetings to ensure good communication of any issues arising
  - Carrying out performance management of all admin staff – PMR and regular reviews throughout the year to monitor progress
- Ensure school compliance and timely adherence with statutory requirements
- Coordinate policy update schedule including:
  - Managing and carrying out the review of school policies, signposting to the appropriate reviewing staff and SLT before submitting to Governors for approval
  - Communicating and monitor policy implementation and continued compliance
  - Communicating key messages of policies to staff in the staff bulletin and ensure all admin staff also contribute relevant information
- Lead on GDPR (Data Processing Coordinator)

The postholder will be responsible ensuring for the quality of the following school services and will deliver or manage the performance of the administration staff delivering these functions.

### **Human Resources/Personnel**

- Develop and implement effective administrative systems and procedures; monitoring the quality of the work of the Human Resources Officer ensuring that they:
  - Promote professional and positive relationships within the admin team and whole school
  - Update the pay policy annually, ensuring accurate pay instructions and pay statements are issued to teachers
  - Accurately and consistently maintain the SCR; carrying out compliant recruitment checks and filing all required staff documentation
  - Administers safer recruitment management and induction of new staff and monitor the quality of this process
  - Provide all staff with access to appropriate school systems (SIMS, Squid, school network, staff email, etc)
  - Administrate accurate pay for all staff and that errors are rectified effectively
  - Maintain up to date training and other staff records on the school MIS system
  - Process accurate and authorised timesheet submissions
  - Effectively maintain records of the annual staff agreements and forms (driver declaration, pecuniary interests, code of conduct, acceptable use agreement, etc.)
  - Ensure the staff handbook is kept up to date with contributions from administration staff and SLT
  - Carry out the annual Staff Survey and report on findings
- Support and assist the Senior Leadership Team in:
  - Developing school staffing structures and re-structure planning
  - Recruiting high quality admin personnel
  - Supporting the development of absence cover procedures and reporting systems

### **Finance and Payroll**

- Develop and implement effective administrative systems and procedures; monitoring the quality of the work of finance and other administrative staff ensuring that they:
  - Process orders, payments and receivables in compliance with procedures detailed in the school finance policy
  - Submit all required returns to the LA
  - Carry out bank reconciliations and monitor bank balances/cashflow position
  - Deliver compliant purchasing procedures and best value decisions
  - Maximise income through lettings and additional activities
  - Process BACS and cheque payments to ensure financial probity
  - Carry out regular equipment inventories including ICT and this is reported to Governors
- Carry out annual budget setting
- Provide end of year/start of year summaries for the Headteacher and Governors
- Provide systematic budget monitoring/reporting including regular detailed updates/analysis
- Manage Pupil Premium fund allocation and coordinate information and analysis of outcomes to ensure timely reporting and publishing in line with statutory requirements
- Regularly analyse financial sustainability of current school needs (analysis of pupil banding and funding at each band) and liaison with LA
- Manage and develop school support contracts.

### **Site, Security and Health and Safety**

- Develop and implement effective administrative systems and procedures; monitoring the quality of the work of administrative and site staff ensuring that they:
  - Ensure site safety maintenance and inspections regimes and repairs are carried out
  - Maximise site security
  - Follow and implement health and safety policies and procedures
  - Action audit recommendations and report regularly to governors
  - Keep medication and care plans are up to date that are signed and filed appropriately
  - Ensure the compliance with safeguarding and safety regulations of all lettings and site related activities outside of regular terms and hours
  - Ensure compliance and safe operation of school and pupil transport
  - Keep risk assessments up to date and that they are signed and filed appropriately
  - Monitor and manage contractors during on-site capital works
  - Ensure constant conformity with health and safety legislation
- Lead on capital projects; liaising with appointed project managers for larger capital works
- Manage the Site Development Plan
- Analyse and develop school facilities and services
- Monitor and ensure the quality and safety of externally provided site services (cleaning, catering, etc.)

### **Governor Support and Liaison**

- Produce and compile information for governor duties and responsibilities including communication with governors (e.g. headteacher's report to governors)
- Coordinate and manage agendas and information for all governors meetings
- Attend governing body meetings and committee meetings and supporting administration and liaison with Chair of Governors and Governing Body Support
- Compile information and co-ordinate termly governors' newsletters
- Support for governor improvement plan

### **Other**

- Support the organisation and logistics for school performances and events, etc
- Develop productive networking links with LA Business Development Manager and other Business Managers
- Be proactive in identifying and utilising opportunities to promote and market the school to all stakeholders, the local community and beyond

### **Notes:**

1. The school expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is an amended job profile for an existing post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

# School Business Manager Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to manage the work and outcomes of other people	✓		Application & interview
Ability to manage the financial resources of the school to best practice standards	✓		Application & interview
Ability to communicate and interact effectively with adults, children and young people	✓		Application & interview
Ability to manage the information and data requirements of the school and a variety of outside agencies	✓		Application & interview
Ability to write effectively for a variety of different audiences	✓		Application & interview
Ability to work pro-actively on own initiative and independently supporting the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to work effectively and efficiently with a high level of accuracy and precision	✓		Application & interview
Ability to manage ICT systems and use spreadsheets and the more complex functions of computer programs proficiently in order to create solutions to administrative problems	✓		Application & interview
Ability to be proactive and outcomes focused and be able to organise people, activities and events that lead to solutions	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
<b>Knowledge</b>			
A thorough understanding of health, safety and security issues in schools	✓		Application and interview
Expert knowledge in all of the non-finance functional areas covered by this post in a school context	✓		Application and interview
A thorough understanding of and personal commitment to equality of opportunity	✓		Application and interview
A proven understanding of how to improve quality on performance in service delivery	✓		Application and interview
Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application and interview
<b>Qualifications and experience</b>			
ICT certification to support word processing skills, database and spreadsheet skills	✓		Application & interview
GCSE at level A – C in English and Mathematics (or equivalent)	✓		Application
Level 4 Certificate in School Business Management or currently undertaking course	✓		Application
Level 5 Diploma in School Business Management		✓	Application
Professional qualification (CIMA, CIPD)		✓	Application
Three years relevant experience in finance, personnel or administrative management	✓		Application & interview
Previous experience in computerised finance pay, personnel and administrative systems	✓		Application
Experience in the SIMS computerised packages commonly used in schools	✓		Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview