

Reflect / Lead / Aspire

Job Description and Person Specification

Job title:	School Business Manager
Reports to:	Head teacher
Salary:	H6 – M1
Contract:	4 Days - 30 hours a week

Purpose of the role:

- The School Business Manager (SBM) is the school's leading support staff professional and works as part of the senior leadership team (SLT) and the Headteacher to assist in their duty to achieve their educational vision and maximise pupil achievement.
- The SBM provides professional leadership and management of premises staff to support the high standards of teaching and learning in the school.
- The SBM 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 SBM is responsible for the Human Resource Management/Facility & Property Management/Health & Safety Management of the School.

Leadership and Management:

- Negotiate and influence strategic decision making within the school as part of the SLT, attending appropriate SLT & governor meetings.
- Plan and manage change in accordance with School Improvement & other strategic plans
- Lead and manage the premises teams.

Financial Resource Management

- Work collaboratively with the Headteacher supported by FSS to provide the Finance Committee with information as required including annual budget statement, CFR Return, Financial Summary and Statement of Internal Control.
- Manage the safe custody and recording of all receipts and payments including cash, cheques, and on line payments.
- Ensure procurement best practice is followed and procedures are regularly reviewed.
- Proactively seek and manage additional finance streams including fundraising, bids and asset-management processes.
- Maintain secure, efficient procedures with the relevant staff to ensure best value is achieved through rigorous monitoring and regular reviews.
- Update and maintain financial policies according to the policy schedule.
- Maintain the school asset inventory.

Administration Management

- Design and maintain effective and efficient business management, data management and reporting systems and processes that deliver outcomes based on the school's aims and goals. Establish and embed effective methods to continually review and improve systems.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Validate information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines.

Marketing and Admissions

- Maintain and prepare the publication of school marketing and communication material including the school website.

Management Information Systems & ICT

- Consider new and emerging technologies to streamline, extend and support school business processes and provide value for money.
- Liaise with the ICT outsourced contractor to ensure that service levels are maintained.
- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure compliance with data protection legislation and liaise with DPO
- Use and manage all school IT systems (e.g. Arbor, CPOMsSIMMS, SchoolGrid)

Human Resource Management

- Manage the payroll services for all staff.
- Ensure compliance of Disclosure Barring Service (DBS) checking processes and other safeguarding procedures are in place, resulting in safer recruitment practice.
- Ensure all appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage performance management, appraisal and development for all premises staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
- Ensure staff understand the policies and procedures and the importance of putting them into practice, monitor the implementation and provide support where necessary.
- Seek and make use of specialist expertise in relation to Human Resources issues.
- Review the responsibilities of all direct reports and resources in the context of the changing needs of the school including the skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- Support the Head Teacher with the review and implementing of school policies.

Facility & Property Management

- Ensure the safe maintenance and secure operation of all school premises and compliance with all relevant statutory requirements.
- Using strategic asset management and preventative maintenance plans manage the premises maintenance including the purchase and repair of all furniture and fittings.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the continuing and economic availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.

- Monitor, assess and review contractual obligations for outsourced school services including catering and cleaning.
- Ensure an environment for the stakeholders of the school to provide a safe, secure and attractive environment conducive to high standards of learning.
- Manage the letting of school premises to external organisations, for the generation of income, development of extended services and local community requirements.
- Seek professional advice on insurance and advise governors on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

- Lead the development of Health and Safety within school
- Act as the school's Health & Safety Co-ordinator and Fire Officer.

Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • NVQ level 2 (or equivalent) GCSE Maths and English • Strong knowledge of ICT including Simms, CPOMMs, School Gateway, Excel • SBM qualification or willingness to undertake swiftly upon appointment 	<ul style="list-style-type: none"> • Difficult conversations training (or similar inter-personal) • First Aid
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working with families in a sensitive, positive and encouraging way. • Dealing with difficult and conflicting situations in a positive and calm manner. • Welcoming guests and organise small events 	<ul style="list-style-type: none"> • Working in a team. • Working with Senior Leaders and other external agencies
Knowledge and Skills	<ul style="list-style-type: none"> • Awareness of Health and Safety and wellbeing • Awareness of keeping children safe in education • A proven ability to work sensitively and effectively with colleagues and others. 	<ul style="list-style-type: none"> • Have a passion for wider reading and other educational materials. • Understanding of behaviour management for groups and individual pupils
Personal Qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A calm and caring nature. • Excellent verbal and written communication skills. • A strong sense of time management and organisation to work under pressure. • Clear organisation to delegate jobs where needed. 	<ul style="list-style-type: none"> • A commitment to contributing to the wider school community going above and beyond.

	<ul style="list-style-type: none"> • Excellent time management and organisation skills. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • High levels of drive, energy and integrity. • A commitment to equal opportunities and empowering others. • A commitment to promote equality and responsible use of social media in line with the school ethos. • A good attendance record. 	
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PM process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.