



Job description - School Business Management

Main purpose

Responsible for the planning, development, and successful delivery of support services and functions within our school; member of the senior management team.

Key responsibilities

1. Business and financial management of all school resources including site planning, budget/ financial planning and benchmarking and providing advice to the senior leadership team, governing body and external agencies.
2. Responsibility and autonomy for leading, developing and coordinating all the school's support services/ functions (HR, Marketing, Finance, Infrastructure & Procurement).
3. Leadership and management of all school safer recruitment, advertising, contracting, induction, performance management, training and mentoring systems. Direct line management of lead support staff roles.
4. Develop appropriate policies relevant to school support functions; monitor whole school policy schedule.
5. Strategic annual review of contract management, procurement, delivery and monitoring including licences, insurances, equipment and supplies.
6. Using the Asset Management Plans and condition surveys, preparation of and submission of bids for building funds to HCC/ESFA on a biannual basis.
7. Responsible for the development of the marketing strategy for the school including income generation and bids for funding.

Individuals in this role may also undertake some or all of the following:

1. Develop professional business manager communities through ongoing collaboration and networking.
2. Leadership and management of all facilities, including an annual updated Asset Management Plan for buildings and IT, premises, lettings contracts, extended services provision, liaising with external contractors and surveyors.
3. Responsible for the development of H&S within the school; be the health and safety manager for the school reporting to the Headteacher and H&S Governor.

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.

Job Context

- The job holder is responsible for all of the school's business and administration functions.
- Makes independent decisions in relation to the development and operational delivery of a range of support services in school.

Knowledge, Skills & Abilities

- Specialist knowledge of the range of theory and practice of business and administration management, such as finance, procurement, administration staff management acquired through extensive experience and expertise.

- Equivalent to national qualifications level 5 or Diploma of School Business Management. Working at Tier 3 of the ISBL professional standards.
- Skills for school business and finance planning, including requiring interpretation of budget planning, development of administrative & financial procedures. This involves strong technical competency across a number of interrelated tasks and professional disciplines to resolve a range of complex issues situations and problems.
- Requires highly developed communications skills to deal with a range of whole school issues, e.g., hr contracts and solutions, service contracts, income generation activities.

Supervision

- Member of the senior management team. Makes independent decisions in relation to the development and operational delivery of a range of support services in school.
- Contributes to policies and initiatives and makes budget recommendations with implications for the whole school. Manages some groups of school support staff making decisions in relation to the delivery of a range of functions.
- Line management responsibility for some support staff groups (usually business and administration, facilities and ICT).

Problems, Demands & Decisions

- Lengthy periods of concentration for meetings, reports and analysis; Management work may be interrupted, and this may require a switch from one activity to another.
- Advises, leads and negotiates on behalf of school in external matters such as contracts, procurement, funding bids, including bids for funds to execute major building projects with contractors.
- Makes independent decisions in relation to the development and operational delivery of a range of support services in school.

Dimensions

- The post will be involved with the whole school budget but spend is likely to require authorisation from the Headteacher or Governing Board in accordance with financial schemes of delegation.
- May have a range of budgets of their own (admin/ IT/ premises/ furniture) up to the value of £25,000. Will be responsible for monitoring the whole school budget with the HT.
- Accountable for the astute financial management of school resources to keep school financially sustainable
- Will typically have up to 10 staff reporting to the post; will support other line managers with support staff – up to 50 support staff H1 to H9.
- Responsible for all the physical assets of the school – IT/ equipment/ furniture and information resources in a large school or cluster of schools. Overall responsibility for negotiating contracts, ordering of equipment, services, supplies

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment and across the school site/s (may include travel between sites).

Working Environment

- Work is normally carried out in an office environment.
- Lengthy periods of concentration for meetings, reports and analysis; Management work may be interrupted, and this may require a switch from one activity to another.
- Exposure to difficult or emotionally demanding situations is infrequent.

- Management of difficult restructure and redundancy decisions and resolution of HR issues would be common.