



Abbots Langley School

Inspiring life-long learners

Job description: School Business Manager

Salary: H8 to M1 (H8-M1: £33,366 - £45,718 FTE)

Hours: 37 hours per week, term time only

Contract type: Full-time, permanent

Reporting to: Headteacher

Responsible for: Admin Team and Site Manager

Purpose of the job:

The School Business Manager is responsible for managing the strategy and operation of the business functions of our school, including financial management, human resources, health and safety, premises, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently. The Business Manager will make a significant contribution to the development of the school and the school's role within the wider community.

Organisational relationships:

- Directly responsible to the Headteacher
- Line manager of office staff and site team.

Specific duties and responsibilities:

Leadership and management

- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Lead on budget setting and support the headteacher in preparing for the annual Governors' meeting to approve the budget.
- Advise SLT colleagues on risk management within the school, mitigating risks to the delivery of strategic objectives.
- Lead and line manage office staff and premises staff, including assisting in recruitment, induction, appraisal, training and monitoring of systems for these staff.

Financial Management

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- To complete budget modelling, drawing up base budgets and final budgets with the Headteacher. Providing regular financial information and advice for the Headteacher and Governors as required, and advising the Headteacher and Governors of over- and under-spends and providing options for varying expenditure.
- Support the Headteacher to make strategic, long-term decisions by providing timely financial information on specific scenarios.
- Comply with financial reporting requirements and submit statutory returns on time.
- Oversee school bank accounts on a day-to-day basis, invoices are paid promptly, money owed is collected, and clear records are kept.
- Monthly liaison with HfL Financial Services Advisor to prepare financial monitors (Diamond package).
- Lead on procurement processes and capital projects, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage audit procedures as necessary.
- Manage procurement and being responsible for securing relevant grants and sponsorship, in consultation with the Headteacher.
- Ensure additional hours and supply teachers' claims forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff.
- Maintain an assets register and inventory.
- Be responsible for seeking professional advice on insurance and advising the SLT and Governors on the appropriate insurance for the school. Implementing the approved insurances and handling any claims that arise.
- Be responsible for the management of income generation, including lettings and fundraising.

Human Resource Management

- Responsibility for school personnel administration, ensuring an accurate database of personnel records including sicknesses and absences and acting as point of contact for the Headteacher on personnel issues.
- Participation in the selection process in consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts as required.
- Liaison with external organisations to ensure that the appropriate clearance for new staff and Governors is received – medical checks, Disclosure & Barring Service and obtainment of employment references.
- Manage recruitment, performance management, appraisal and development for office staff and premises staff.
- Responsible for the completion of all new starter paperwork and other documents relating to staff employment and new Governors.
- Responsible for the maintenance of confidential staff records.
- Manage the school's payroll provision with the payroll provider.
- Advise on HR issues within school and liaise with the school's HR advisers (HfL) as appropriate.

Health and Safety Management

- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school. Liaison with the Headteacher and Governors as appropriate.
- Ensure that statutory health and safety monitoring is conducted regularly by both in-house staff and external contract where necessary.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all staff.
- Ensure all staff receive regular Health and Safety training.
- Manage audit procedures as necessary.

Estate Management

- With the Headteacher and premises team, supervise the maintenance of the school site.
- Ensure that outsourced services e.g. site, catering and cleaning are monitored and managed effectively.
- Ensure the safe maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, working closely with the premises staff.
- To work with the premises staff to co-ordinate purchase, repair and maintain all furniture and fittings.
- Oversee the letting of the school premises to outside organisations and School staff.
- To monitor, assess and review contractual obligations for outsourced school services.

Management Information Systems & ICT

- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- Responsibility for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness. To maintain the security of school information and ensure that the school ICT is a safe environment for children.

General

- Provide administrative support for the Headteacher and Governing Board.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the school's DPO in their role of monitoring compliance with current data protection law and overseeing the school's data protection processes. Provide administrative support for the Headteacher and Governing Board.
- Oversee the organisation of extended schools activities, including the After School Club.
- Be aware of and support differences and ensure that the school's equalities and diversities policies are followed.
- Establish constructive relationships and open communication with staff, parents, children, other agencies / professionals.
- Participate in training and learning activities and in performance management as required.
- Promote the safeguarding of children.

Entitlements

- Annual Performance Management Review
- Access to a range of professional development activities,
- Professional support from the Headteacher and other members of staff

This job description will be reviewed at least annually as part of the Performance Management. The post-holder will be expected to operate under the current School Support Staff Pay and Conditions of Service Document.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
