

# THE GLEBE PRIMARY SCHOOL

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| <b>Post title:</b>       | <b>School Business Manager</b>          |
| <b>Salary and grade:</b> | <b>Grade K (SCP 27-30)</b>              |
| <b>Responsible to:</b>   | <b>Headteacher / Deputy Headteacher</b> |

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## **Main Purpose**

- Provide strategic leadership for the business functions of the school;
  - Specifically provide leadership in the areas of: Finance, HR, Premises, Health & Safety and administration;
  - Provide leadership, guidance, motivation and support to staff allocated to the areas of responsibility ensuring that appropriate standards or performance are demonstrated;
  - Work with relevant staff to ensure business support services, external contracts, lettings, maintenance programmes and Service Level Agreements function effectively;
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## **DUTIES AND RESPONSIBILITIES:**

### **Leadership and Strategy**

- Negotiate and influence strategic decision making within the school's Senior Leadership Team;
- Plan and manage change in accordance with the school improvement plan;
- Lead and manage designated support staff, including assisting in the recruitment, induction, appraisal, training and mentoring of these staff;
- Promote the school's aims and ethos at all times, including safeguarding policies, commitment to equality, valuing diversity, global links and environmental responsibilities;
- Take a lead role in planning, development, design, organisation and monitoring of support systems, procedures and policies;

### **Finance**

- Advise the head teacher and governors on financial policy and procedure, preparing appraisals for projects and developing a long-term financial strategy for the future development of the school linked to the SIP;
- Use financial management information, including benchmarking data, to identify areas of relative spending, assess trends and directly advise upon expenditure / investment accordingly, ensuring the school receives value for money;
- Liaise with other agencies with regard to all grant applications, external funding streams, gifts and other donations;
- Lead the procurement and commissioning process of all goods, services and SLAs ensuring best value principles apply.
- Negotiate, manage and monitor all SLAs, contracts, tenders, leases and agreements for the provision of supplies / services;
- With the Headteacher, prepare a realistic and balanced budget for the school;

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- Actively monitor and control expenditure, ensuring accurate coding to maximise the benefits to all budgets and grants, achieving value for money;
- Maintain a strategic financial plan, monitoring trends and providing a basis for forecasting future years' budgets;
- Be responsible for the effective management of financial administrative procedures, including responsibility for compliance with financial regulations;
- Prepare reports for budget holders, including account statements, and report on the financial position to the SLT;
- Maintain an inventory and register of assets;
- Manage and administer appropriate insurances (including making claims) and ensure that contingency plans are in place in liaison with the SLT;
- Prepare financial returns as required by the local authority and / or other relevant bodies;
- Manage and organise the school's administration and reception functions, delegating responsibility to other admin staff as appropriate;

### Human Resources

- Ensure efficient operation of payroll systems including annual salary statements;
- Ensure completion of processes and documentation for new starters and contract changes;
- Prepare and maintain reports and records using the school's computerised and paper-based personnel systems, including the Single Central Register;
- Liaise with and support the headteacher on personnel issues, including working with HR;
- Provide advice and guidance to staff and managers on payroll and employment issues;
- Monitor and record staff attendance, implement procedures and policies for admin, lunchtime supervisory and caretaker staff and support the SLT with regard to other staff teams;
- Support with Recruitment and Selection activities and liaise with external organisations to ensure that appropriate clearance for new staff is received in line with Safer Recruitment regulations;
- To be responsible for the Performance Management of administrative, lunchtime supervisory and site staff;
- To provide leadership and guidance for administrative, lunchtime supervisory and site staff;
- Ensure the school abides by the GDPR (General Data Protection Regulation) requirements;

### Premises & Facilities Management

- Work with HT on the preparation of capital and maintenance projects;
- Develop and implement schedules of site repairs, maintenance and improvements to school buildings and grounds including furniture, fittings and equipment, assisted by the Site Manager;
- Implement robust control of contractors and associated procedures;
- Consult with the head teacher and manage the letting of the school premises to outside organisations;
- Ensure that ancillary services, e.g. cleaning are monitored and managed effectively;

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- Organise the upkeep of the school site, ensuring that SLAs are appropriate and manage the work of the Site Manager;

## Health and Safety

- Lead on identified aspects of Health & Safety ensuring the school is compliant with all health and safety regulations particularly related to the use of the school site and facilities by all internal and external individuals;
- Ensure the school's written Health and Safety policy statement is clearly communicated and available to staff, visitors and other site users;
- Support with the implementation of risk assessment procedures across the whole school;
- Raise awareness of Health & Safety matters to all members of the school community arranging appropriate training, in communication with HT;
- Ensure effective and compliant systems for the administration of medicines in school;
- Ensure that all testing is carried out annually or in accordance with policy;
- Ensure that staff have appropriate insurance and other relevant documentation to cover the use of their own vehicles for work related purposes;

## Administration

- Manage the administrative function of the school;
- Manage the school's telephone and ICT administrative facilities;
- Consult with relevant parties to introduce new technology or improve existing technology for different purposes, ensuring maximum efficiency;
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness;
- Ensuring contingency plans are in place in the case of technology failure;

## Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004, Keeping Children Safe in Education and Working Together in relation to child protection and safeguarding children and young people as this applies to the School Business Manager's role within the organisation;
- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment;
- Maintain an accurate and compliant Single Central Register and related documentation pertaining to suitability to working with children;

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## Extra-Curricular

- Assist in the planning and management of the provision of extra-curricular activities, enhancement clubs, and wrap-around care (Breakfast and After School Childcare)
- Ensure that booking systems and payments where necessary are established and well managed – ensuring that digital technology is maximised for efficiency and ease for parents
- Plan and manage booking systems and processes for events such as parent consultation evenings and performances

## General

- The post holder will be expected to undertake such additional duties as may reasonably be required by the Headteacher/Deputy Headteacher or Chair of Governors up to a level commensurate with the principal responsibilities of the job;
- The post holder will attend and report to full Governing Body and sub-committee meetings as appropriate;
- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equality – reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos / work aims of the school;
- Establish constructive relationships and communicate with other agencies / professionals;
- Participate in training and other learning activities and performance development as required;
- Comply with data protection requirements in all working practice, and maintain confidentiality, as required;