

## School Business Job Description

**Job Title:** School Business Manager

**Grade:** Grade 10

**Responsible to:** Headteacher

**Responsible for:** Admin team, premises team, catering team, wrap around provision

**Job purpose:** Responsible for the strategic and technical planning, coordination and management of the key areas of school business management to ensure that the school makes the best possible use of resources available.

### Key responsibilities:

- **Strategic management:**
  - To be an active member of the school leadership team. Taking responsibility for the strategic planning, coordination and management of all aspects of school business management.
  - To act as an Associate Governor to the full Governing Body, Governor Committees, sub Committees and working parties as directed by the Governors.
- **Premises and facilities management:**
  - Line management of the site management team to ensure the day to day operation
  - To bring expertise and knowledge, and to drive forward capital projects of varying natures. These projects can range from providing suitable solutions to teaching and learning resources and facilitation requirements, to leading on capital schemes project management within time and budget constraints
  - Ensuring the school's Asset Management Plan (AMP) is kept up to date and used to guide improvements.
  - Budgetary responsibility for all purchases over £500, in line with the Scheme of Delegation, relating to the premises and facilities, contracts and services, adhering to Best Value procurement regulations and procedures.
  - To devise and implement the delivery of the school's lettings strategy, ensuring compliance with the school's policies and procedures. Research, consult and devise the Community Use Agreement.
  - In conjunction with the Site Manager, to negotiate Best Value on external contracts. To monitor performance of external contractors and deal with any problems related to breach of contract. To review external contracts on an appropriate schedule so that best value is maintained.

- In conjunction with the school Site Manager to research, agree and review annual Premises and Facilities surveys covering conditions, suitability, risk, fire and disability, ensuring that information contained is accurate and accessible.
- Financial management:
  - Management of the school accounting function ensuring its efficient operation according to agreed procedures and ensuring the smooth running of all audits.
  - The preparation of the school's annual budget including the development of a financial plan for the future development of the school. This should support the school development plan where appropriate
  - Financial monitoring throughout the year including compiling regular monitoring reports for School Governor meetings, identifying possible over/under spends and where appropriate recommending courses of action to the Head teacher and School Governors.
  - Use financial management information, including benchmarking tools, to identify areas of relative spend, assess trends and advise the SLT accordingly regarding the school's effective and efficient use of budget
  - Maximising income generation within the ethos of the school.
  - To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
  - Seek professional advice on insurance and advising the Governors on the appropriate insurances for the school.
  - Take the lead in the preparation of the Schools Financial Value Standard (SFVS).
  - To promote and develop a best value approach to all aspects of the school's finances.
  - Oversight of school bank accounts and other regular financial returns including approval of bank reconciliations, cash flow forecasts, VAT and other returns for submission to the LA.
- Health and Safety management:
  - To be responsible for the strategic development and implementation of the school's management of risk. Develop and implement policy and procedures for risk management both internal and external, as they apply to all staff, students and other third parties, and to the facilities, equipment and resources.
  - To make the Headteacher and Governors aware of the obligations and duties under all legislation and regulations concerning risk management (e.g. disability discrimination and equality duty; equal access to teaching and learning; risk and fire risk assessment; contingency planning and disaster planning) and to advise accordingly.
  - Development, review and delivery of the Premises and Staffing Emergency Plan in liaison with CYC and other appointed organisations
  - To ensure sufficient staff are trained and re trained to certification standards covering Qualified First Aiders' at Work; Emergency First Aiders and Fire Wardens.



- Development and delivery of health and safety training programme to staff both on induction and refresher basis.
- To ensure the school has in place the required and necessary insurance policies and that these are maintained at suitable levels of cover.
- Human resources:
  - To ensure that all terms and conditions of employment are in accordance with statutory and LA requirements for all staff
  - To make the Headteacher and Governors aware of professional development, performance management training and performance review of administrative and clerical staff, kitchen staff and site management and to advise accordingly.
  - Ensure the school has access to effective and efficient support to discharge its employment obligations e.g. efficient payroll and HR advice. To support the Headteacher in the effective management of HR issues including return to work interviews.
  - Undertake the appointment of appropriate support staff.
  - Issue all Personnel Contracts of Employment and take overall responsibility for providing recommendations/guidance on a range of HR issues, such as managing absence, capability, annual leave, working conditions.
  - To give advice to Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs.
  - To provide leadership and guidance within the admin team. To train new starters in all areas of the admin of the school.
  - Ensure the Single Central Record is maintained and ensure compliance with all legislative requirements relating to human resources, and that recruitment policy and practices fully comply with best practice relating to Child Protection.
  - To ensure the smooth running of the administrative team and be responsible for the work standards of staff.
- Administration management:
  - To ensure the school is fully compliant with all relevant licences.
  - To make Headteacher and Governors aware of matters relating to the school's administrative functions and to advise accordingly. This includes the adaptation and implementation of relevant policies e.g. Data Protection, Freedom of Information.

#### Supervision and management of people

- Supervision of all support staff in school and direct line management of the admin team, catering team, wrap around provision and premises team.
- Liaison with the contract managers responsible for catering, cleaning and grounds maintenance and all contractors working on the site. To ensure that contractual obligations are fulfilled and that their staff comply with school policies.

### Creativity and innovation

- Provide solutions to complex problems in a variety of different disciplines including financial planning, cost-reduction, restructuring of human resources.
- Use initiative across all aspects of School Business Management.
- Make proposals for and initiate changes to school working practices and processes e.g. financial procedures, health and safety procedures, control of assets, management of risk including school visits, disaster recovery planning and data protection.
- Continual assessment of the progress and outcomes of non teaching staff management and their sections. Working with managers to improve systems and procedures as necessary.
- Lead on a variety of different and complex projects for the school to ensure delivery of successful and timely outcomes, for example, building projects, costing and project planning of ICT network installations, introduction of cashless catering and online payment systems for parents.
- Lead on a variety of different projects to increase sustainable income generation from the school's facilities.
- Promote and market the school to different audiences and raise the profile of the school on a local, regional and national level.
- Liaise with local businesses and other schools for fundraising and possible joint projects.

### Contacts and relationships

- Internal
  - An active, strategic member of the SLT, working with other senior colleagues.
  - A calm, confident, empathetic, professional and firm manner is required.
  - Provide facts, expertise, knowledge, opinions and advice on a regular basis to the Headteacher and Governors. Discuss practical issues and strategy, and devise solutions.
  - Provide leadership to non teaching staff management and offer support and development opportunities to relevant support staff
  - Have regular contact with all staff, students, parents and carers.
  - Tact, diplomacy and courtesy will be required, in particular in confrontational situations.
- External
  - Central Government departments and agencies for example, the DfE, EFA and Ofsted.
  - Local Government departments and agencies including City of York Council (CYC), North Yorkshire and East Riding of Yorkshire County Councils.

### Decisions - discretion and consequences

- Making recommendations and decisions is a key function of the role. For example, these may involve producing for governors a whole-school budgets of up to £5,000,000 per annum, deciding between tenders for contracts of value up to £250,000.

- The post requires the assessment of educational and non educational requirements and then to determine the most effective route to achieve the expectations and agreed outcomes of stakeholders.
- The strategic planning, coordination and management for all aspects of School Business Management including responsibility for compliance with audit requirements.
- Adaptation of school policies and development, review and improvement of procedures across the whole school.
- Lead on a variety of school projects from conception to completion such as new builds, refurbishments, installation of new ICT networks.
- Use expertise, knowledge and skills to provide guidance on issues where prescribed outcomes are available but where a variety of needs must be met, e.g. maximising the learning environment, Best Value, Health and Safety, facilitation and resourcing of teaching and learning for students and teaching staff alike.
- Monitoring trigger points for absence and carrying out return to work interviews under the attendance policy correctly.
- Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines.
- Prioritisation of own workload against strategic and tactical objectives. Must ensure efficient use of available resources, determining conflicting demands and using judgement concerning cost effective solutions. This can commit the school to a course of action or liability.
- Much of the information handled will be highly confidential e.g. personal data of employee, tenders submitted by contractors, commercial in confidence information. The postholder will use discretion so as not to commit any breaches of confidentiality.
- This post engenders a duty of confidentiality, trust, care, integrity and probity. Breaches of any of these duties can have an adverse effect on the reputation, image and management of the school. This might lead to the imposition of legal and financial liabilities and penalties.
- The marketing and publicising of the school influences how the school is perceived. A negative image could have implications involving income generation, student intake, funding and morale.
- Failure to make appropriate and accurate decisions may mean that outcomes do not meet with expectations of projects. The quality of the decisions made will have an impact on timescales, costs, team working efficiencies and customer and stakeholder satisfaction. The decisions will influence the sustainable approach to the school ongoing operation.
- Poor decisions related to staff could lead to discontent or potential claims for not following process.

**Resources - financial and equipment (not budget and not including desktop equipment)**

- Responsible for key aspects of ICT equipment including telephones, printing and school website.
- Acts as key holder for access when school is closed.



### Work environment - work demands, physical demands, working conditions and work context

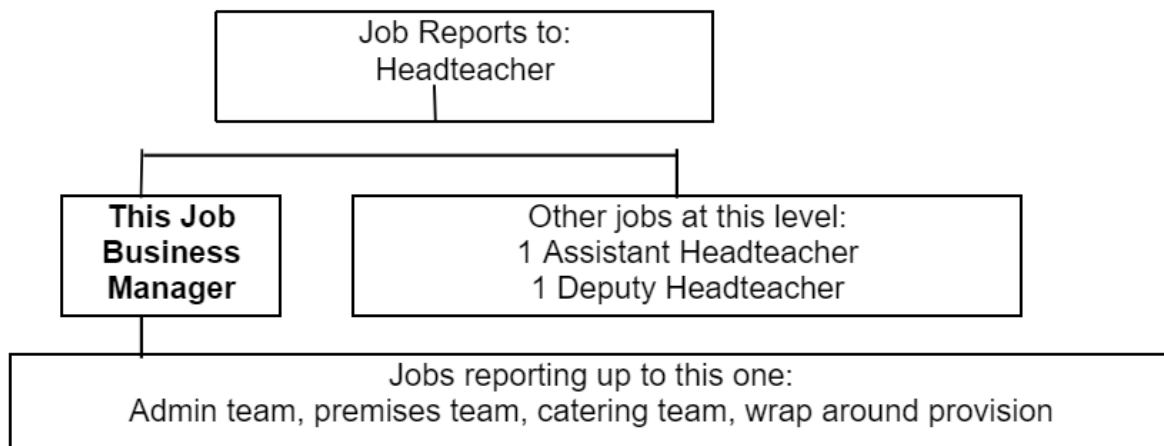
- Unpredictable with little routine. Subject to daily changing circumstances, the role requires management of own workload and the support of non teaching staff to meet demands, milestones and conflicting deadlines set internally by the Governing Body or Headteacher, or by external organisations.
- The role is both proactive and reactive.
- Change management creates issues which impact on planning, and will require constant assessment and adjustment of workloads, systems and service provision determined by experience, knowledge and consultation.
- The role requires attendance at meetings and events outside contracted hours e.g. Governors' meetings, school events, external meetings with the local community and businesses.
- This role is largely office bound but sometimes involves moving around the school premises on all floors.
- Some office based work with periods of computer work where long periods of concentration are required.
- Visits to LA departments and other schools.
- Visits to contractors.
- To assist in carrying out physical work to help in the smooth running of the school in line with policies and procedures.
- May be required to carry out inspections of the premises and facilities.
- Inspections of premises and facilities will require the use of PPE.
- Occasionally undergo Lone Working in line with policies.
- There may be a risk of abuse from some students, parents, visitors, creditors and debtors.
- A risk from contagious illnesses.

### Knowledge and skills

- Educated to degree level or equivalent. An accountancy or Business Management qualification or equivalent demonstrable experience.
- Appropriate experience in management and operation of finance and accounting systems, audit procedures and SFVS.
- Detailed knowledge of Health and Safety issues and legislation.
- Detailed knowledge of facilities management.
- Detailed knowledge of purchasing, procurement and tendering processes including Best Value.
- Knowledge of Safer Recruitment and Child Protection issues and legislation.
- Competent with commonly used software packages and specific packages relating to project management, risk and fire assessment and financial management.

- Have an understanding of the issues concerning ICT online network security, and safe use of ICT with respect to safeguarding.
- Have an understanding of Data Protection and Freedom of Information issues.
- Leadership, management and organisational skills.
- Excellent verbal and written communication skills are required.
- Proactive, must give attention to detail, with the ability to work under pressure to strict deadlines.
- Ability to prioritise own work and that of others in line with the school's strategic aims.
- Ability to give clear, accurate advice and to shape outcomes.
- Ability to liaise and influence effectively at all levels.
- Be an experienced negotiator, particularly on contractual matters.
- A proactive record of Continual Professional Development.

#### Position of job in organisation structure



**This job description will be reviewed annually.**

