

Job Description – School Business Manager

Post Title:	Permanent	Post No:	
Department:	C&YPS	Grade:	BEXLEY 14
Responsible to:	Head/Deputy Head		
Responsible for:	Admin, Premises and Café		
Functional links:	Students, Teachers, MDT, SLT, Parents, Carers and other school staff		

Financial Resource Management

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
3. To manage the school Foundation Trust account and the School's financial accounts.
4. Use the agreed budget to actively monitor and control performances to achieve value for money.
5. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
7. To supervise the ongoing budgetary information provide to relevant people.
8. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
9. Maintain a strategic financial plan that will include the trends and requirements of the school development plan and will forecast future year budgets.
10. Identify additional finance required to fund the schools proposed activities.
11. Seek and make sure of specialist financial expertise.
12. Manage school lettings if required.
13. To write bids and maximise funding streams.
14. Present timely and fully costed proposals, recommendations or bids.
15. Monitor the effectiveness and implementation of leasing agreements.
16. Maintain and inventory of school resources and write off as required.
17. To liaise with the Deputy/Assistant Headteacher regarding cover for absent staff, arranging for the employment and payment of supply staff, advising on related contractual matters and expenditure, and ensuring all cover staff fully meet all safeguarding requirements.

Admin & HR Management

1. Manage the whole school administrative and premises function.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
3. Manage systems and link processes that interact across the school to form complete systems.
4. Establish and use effective methods to review and improve administrative systems.
5. Ensure transport systems are implemented all times, put into practice and are subject to review and assessment at regular intervals or as situation change, and are compliance.
6. Develop process measures that are affordable and that will enable value for money decision for those management resources.
7. Streamline systems.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Supervise the preparation of information for publications and returns for the Dcsf, LA and other agencies and stakeholders within statutory guidelines.
10. Undertake reception, bus and front of house duties according to the rota.
11. Monitor developments in technology and consider how it can be used to enhance the school's

business processes

12. Ensure compliance with GDPR procedures across the school

Ensure contingency plans are in place in the case of technology failure.

13. Manage CPD records and identify training needs

14. To assist with setting up and maintaining effective personnel systems including keeping accurate records, monitoring, providing reports and making the Headteacher and governors aware of any relevant issues

15. Assist the SLT with the personnel aspects of any absence management, competency, disciplinary, retirement or redundancy procedures including RTW and sickness reviews and monitoring

16. To liaise with the Deputy Headteacher on personnel matters relating to Teaching Assistants and other educational support staff. Similarly, to liaise with the Premise Manager on personnel matters relating to the cleaners and other premises staff.

17. To be responsible for the administrative arrangements relating to school appointments from placing advertisements and providing candidates with appropriate packs of information to supporting the smooth running of appointment procedures, fully in line with DfE & school Safer Recruitment Procedures.

18. To be responsible for ensuring relevant safeguarding requirements relating to volunteers, students, staff and any other visitors are rigorously adhered to and maintain Single Central Record.

19. To ensure all staff have accurate and up-to-date employment contracts and oversee the school's procedures and systems for booking, logging and paying for staff CPD.

20. To prepare personnel reports and information, and where appropriate, attend the termly governor Resources Committee meetings.

Facility and Property Management – undertaking the roles of management, co-ordination, monitoring and evaluating.

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.

2. Ensure the safe maintenance and security operation of all school premises.

3. Manage the maintenance of the schools site including the purchase and repair of all furniture and fittings.

4. Ensure the continuing availability utilities, site services and equipment.

5. Follow sound practices in estate management and grounds maintenance.

6. Monitor, assess and review contractual obligations for outsourced school services.

7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.

8. Ensure ancillary services e.g. catering, cleaning etc., are monitored and managed effectively.

9. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health and Safety – undertaking the roles of leading, co-ordinating, monitoring, evaluating

1. Act as the schools Health and Safety co-ordinator and Fire Officer.

2. Ensure the schools written health and safety policy statement is clearly communicated and available to all people.

3. Ensure the health and safety policy is implemented all times, put into practice and is subject to review and assessment at regular intervals or as situation change.

4. Enable regular consultation with people on health and safety issues.

5. Ensure systems are in place to enable the identification of hazards and risk assessments including fire safety.

6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and Local Authority including RIDDOR and COSHH.

7. Ensure the maximum level of security consistent with the ethos of the school.

8. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.