

## **Blackfen School for Girls – Job description School Business Manager - Resources**

As a key member of the School team and an associate member of the Leadership Team, the School Business Manager must work with the Governors, Head Teacher and other members of the leadership team to:

- establish high quality education by effectively managing resource to realise the potential of all students
  - establish a culture that promotes excellence, equality and high expectations of all students
  - provide vision, leadership and direction for the school and ensure that it is managed and organised to meet its aims and targets
  - evaluate the school's performance and to identify the priorities for continuous improvement and raising standards
  - ensure equality of opportunity for all
  - develop policies and practices
  - ensure that resources are efficiently and effectively used to achieve the school's aims and objectives
  - secure the commitment of the wider community to the school by developing and maintaining effective partnerships
  - create a productive learning environment which is engaging and fulfilling for all students.
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**Name:**

**Job title: School Business Manager**

**Accountable to: Head Teacher**

### **Key purpose of the Job**

- To make a significant contribution to the school's strategic development, particularly in aspects not directly related to the curriculum, as a member of the Senior Leadership Team
- To work with the Headteacher and Governors to develop and the school's financial plan and have overall responsibility for the management of the plan
- To lead, operate, maintain and develop the financial procedures and systems of the school
- To ensure that the school is fully prepared to meet Ofsted and Audit financial criteria
- To be responsible for the school site and its buildings, their maintenance, development and efficient use
- To maintain a knowledge of sector developments and best practice as they relate to operational matters, communicating these to the Headteacher, Governing Body, managers and staff as appropriate

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- To manage finance, site and midday support staff, ensuring duties are delegated appropriately
- To act as Company Secretary for the Governing Body and to be responsible for all associated records and returns
- To act as Chief Financial Officer for the school
- To manage and oversee all statutory returns for the relevant bodies.

### **Principle roles and responsibilities**

#### **1 Budget and expenditure**

- Plan and prepare the annual budget taking into account expected income and expenditure and by analysing trends and forecast budgetary demands
- To evaluate information and consult with the Headteacher and Governors to prepare a realistic and balanced budget for school activity to support the School Improvement Plan
- Lead and advise the Headteacher on staffing spend
- Ensure that the budget set is viable and will not incur the Governing Body to set or go in to a deficit budget unless the DFE (ESFA) has agreed this
- Ensure the school has appropriate financial systems and to manage all aspects of the school's financial systems (including voluntary funds such as School Fund) in accordance with agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Headteacher and Governors
- Facilitate the governors' understanding of the budget, income and spending by preparing and presenting explanatory report and presenting at governors' meetings.
- Monitor the school's income and expenditure pro-actively seek ways to reduce unnecessary expenditure and maximising the use of limited resources for the benefit of the school, its students, staff and other known and potential users for the facilities.

#### **2 Premises and Facilities Management**

- Have a strategic view of accommodation, roles, change management and educational developments and plan for new buildings, refurbishment, changes to staff complement
- Ensure that there is sufficient Capital Revenue set aside for asset management priorities
- Manage building projects through to a successful conclusion in liaison with external contractors and the LA
- To have, with the Headteacher, a strategic overview of the management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school
- To lead on compiling, and implementing, a Premises Development Plan including energy conservation measures
- To prepare bids to secure funding to support the maintenance of the school site and relevant assets
- To monitor, with relevant staff, maintenance, repairs and service contracts working with external providers

#### **3 Finance and controls (including equipment and goods)**

- To be aware of current Audit regulations and criteria and ensure own knowledge is up to date, attending appropriate training as required

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- To ensure all aspects of the school's compliance with EFSA Financial Regulations and Audit criteria
- Manage, in association with the Finance Office, the School Voluntary Fund ensuring all audit recommendations are met and that there is a clearly defined policy on the use of the fund ensuring it is audited every year
- To Identify procurement opportunities to optimise the finances of the school
- Ensure that systems are set to identify the fixed assets and their management to ensure the assets of the school are maintained
- Ensure that systems are set to identify goods held by departments above a certain value and they are updated annually
- Implement systems of reporting obsolete equipment
- Manage leasing and other like arrangements in consultation with the relevant office of the DFE
- To manage Access Financials system giving guidance to other users.

### **4 Contracts and tendering**

- Write the specification and tender documentation for service contracts and advise the Governing Body on the way forward and the successful contractor
- Obtain Best Value at all times
- Implement Fair Funding at all levels and on all contracts
- To operate the implementation of CIT and other regulations relating to contractors work on the school site.

### **5 Bids and Funding (including revenue)**

- To Initiate and write bids for funding as required
- To submit Capital Bids to the DFE, monitoring and controlling expenditure and placing of contracts, appointment and monitoring of contractors
- To ensure all financial procedures are conducted in accordance with DFE's standing orders and requirements of the auditors
- To develop additional revenue for the school through external lettings, sponsorships, grants and voluntary donations
- To Initiate and manage audit procedures as necessary
- To develop and implement partnership initiatives with service contractors to raise teaching and learning standards and to bring forward such initiatives as SNAG (School Nutritional Action Group), SWAG (School Waste Action Group) and other environmental initiatives encouraging and supporting staff to take the initiatives forward
- To determine the lettings of the school premises to outside organisations and school staff, the development of all school facilities for out of school use, with particular reference to the local community
- To ensure that the best use is made of premises personnel and their allocation of hours and extra hours claims.

### **6 Health and Safety**

- To lead on all matters relating to Health and Safety
- To have a strategic overview of first aid in the school including the medical needs of students
- To conduct staff & student Risk Assessments

## 7 Staffing

- To have a strategic overview and responsibility for payroll working with the HR Officer and to ensure payroll payments are accurate
- To liaise with the HR Officer on costs and contracts of new staff and to be fully aware of pay and conditions of service
- To lead on effective Risk Assessment and third-party service contracts
- To lead on formulating, managing, monitoring and reviewing the school's Health and Safety Policy including all Risk Assessment procedures and training for staff
- To organise and Chair the Health & Safety Committee of the school and to report on Health & Safety to the Governing Body
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

## 8 Community including lettings

- To establish links with hirers of the school and other organisations
- To coordinate the formulation of strategies and initiatives in partnership with other colleagues and agencies to deliver services that meet the needs of the students and parents and wider community within available resources that will promote intervention and inclusion of students.

### Other responsibilities include:

- Line management of Senior Midday Supervisor, Site Manager and Finance Team
- To co-lead on two aspects of the Every Child Matters agenda – Be Healthy and Stay Safe
- To strategically lead the Healthy Schools Initiative, the Eco Schools Initiative and Extended Schools
- To deputise for the Headteacher as required in relevant fields of expertise
- To provide information to the Governing Body and to attend the Finance and General Purposes Committee meetings

This job description may not necessarily be a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed: \_\_\_\_\_ School Business Manager

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_