****

**School Business Manager**

**Responsible to:** Headteacher

**Contract:** Full-time 52/52

**Salary Scale: Grade 11** (£40,760 – £45,591)

**General Leadership and Strategic Purpose of the post:**

Reporting to the Headteacher, the School Business Leader or Director of Support Services is the leading support staff professional and assists the Headteacher in his/her duty to ensure that the school meets its educational aims.

The post holder plays a key role in school improvement planning, working collaboratively with other members of the Leadership Team to achieve the school’s aims. The post holder will:

1. Provide strategic leadership for the business functions of the school and ensure as part of the Leadership Team the school secures success and improvement across all areas.
2. Specifically provide leadership and management in areas of: Finance, Human Resources Management, Administration, Governance, Health and Safety and ICT Infrastructure.
3. Play a role on the Leadership Team in the preparation and development of the School Improvement Plan, actively contributing to the ongoing development and improvement of the school.
4. Provide leadership, guidance, motivation and support to those staff allocated to your area of responsibility ensuring that appropriate standards of performance are demonstrated.
5. Promote the highest standards of business ethos within the administrative function of the school. Ensuring the most effective use of resources in support of delivering the schools educational objectives through effective strategic planning. Produce timely and fully costed proposals, ensuring they are sustainable
6. Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments.
7. Ensure effective risk management, i.e. in health and safety and the management of third party service contracts. Develop a disaster recovery strategy to include a detailed plan. Ensure that contracts, tenders and agreements are negotiated, managed and monitored to achieve best value at all times and that all aspects of school business management are conducted in a sustainable and eco-friendly manner.
8. To provide guidance to the Governing body for the organisation and management of the school, to develop and maintain an up-to-date working knowledge of policy and legislative changes in order to properly inform governors to ensure their appropriate application, and the efficient utilisation of resources.

**Finance Leadership**

* Responsibility, in collaboration with the Governors and Headteacher for all of the school’s finances:
  + Ensure compliance in meeting the LA Financial Timetable
  + Preparation of annual budgets, periodic forecasts and business plans
  + Monthly management accounts and school payroll
* Work closely with external financial partners, including the NEPE SCITT, on all income and expenditure related matters.
* Regular review and renegotiation of tenders and contracts.
* Ensuring the Headteacher, Governors and Local Authority are fully informed of the school’s finances on a regular basis.
* Support on the development, implementation and review of financial policies.
* Attend relevant Governing Body Committees, set the agenda and maintain minutes to support the work of the committee.
* Lead on preparing the Proposed Annual School Budget and the 3 Year budget plan for submission to the Headteacher, Governors and the Local Authority.
* Lead and manage the schools accounting function, ensuring efficient operation and compliance with agreed procedures.
* Maintain all accounting procedures by conducting regular reviews and ensuring that any weaknesses are resolved.
* Ensure compliance with the School Financial Value Standard.
* Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Headteacher and Governors.
* Oversee that financial returns are prepared and submitted to the Local Authority within the statutory deadlines.
* Implement and ensure compliance with all Audit requirements relating to the School Financial Value Standard, the Scheme for Financing Schools and Financial Regulations and the Annual Audit of the School Fund.
* Lead on all SLA’s, contracts, tenders, leases and agreements for the provision of supplies and services.
* Support the Headteacher in the preparation and presentation of business cases for major projects.
* Secure bid-based competitive funds by effective use of formal bidding systems and contracts.
* Liaise with other agencies with regard to all grant applications, external funding streams, gifts and other donations.
* Support the Headteacher on the project development and implementation of ICT infrastructures.
* Deal with the school’s rating assessment and VAT liabilities and advise on the financial implications of charitable status with respect to the current and any future tax legislation.
* Oversee income generation from lettings within the ethos of the school.
* Maximise income generation within the ethos of the school, ensuring best value principals are adopted.

**Human Resources Leadership**

* Provide leadership and comprehensive support to Governors, Headteacher and all staff on all areas of the Business Management function of the school. Including, PAYE, NI, Annual Salary Assessments, Pensions, School Policies.
* Lead on Safeguarding and Safer Working and Recruitment practices. Set the agenda for Governors Finance, Staffing and Premises Committee Meetings.
* Support the Governing Body to undertake their role as required in relation to all formal HR Policies and Procedures. Manage and monitor sickness absence, taking action in accordance with the school’s Attendance Management procedures.
* Manage and monitor relevant HR Information Systems
* Ensure compliance with the School Workforce Census data.
* Together with the Headteacher manage the recruitment and employment process for all new staff.
* Manage the school relationship and liaise with relevant external partners
* Prepare and review job descriptions for support staff.
* Lead and manage support staff with direct line management/guidance:
  + Finance and Administration
  + ICT
  + Reprographics
  + Teaching Assistants and Technicians (liaising with Heads of Department)
  + Facilities Caretaking Team
* Provide leadership and guidance to support staff on all matters related to induction, learning and development, performance management and job evaluation matters.
* Lead on the development, implementation and review of performance management and induction procedures for support staff.
* Manage the staffing operation of the school office and other support staff to ensure that the day to day administrative duties required for school are delivered.

**Governance**

* Attend and report to full Governing Body meetings as appropriate.
* Other than Full Governors undertake all administrative duties needed to support the work of the governing body
* Support governors and the Headteacher administratively with information requirements to service committees.
* Support and advise the Governors on their annual self-review process.
* Support and advise the Governors on their annual section 11 Safeguarding Audit.
* Ensure regular website updates in relation to information associated with Governance.

**Estate Leadership**

* Be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school.
* Ensure proper maintenance and repair of the school is carried out, and progress regularly monitored.
* Ensure the appropriate SLAs and external service contracts are in place and regularly monitored Represent the school at external agency meetings.
* Liaise and organise contracts with regard to external contracting.
* Programme and project manage major works ensuring continued smooth running of the school.
* Ensure quality control of works.

**Health and Safety**

* Lead on all aspects of health and safety ensuring the school is compliant with all health and safety regulations.
* Lead on the development, implementation and review of the school Health and Safety Policy.
* Advise upon and implement risk assessment procedures across the whole school. Implementing loss prevention strategies to reduce risk and insurance costs.
* Deal with and support relevant Health and Safety related t Audits.
* Raise Awareness of Health and Safety matters to all members of the school community.
* Ensure the school’s Health and Safety principals are clearly communicated to all stakeholders
* Oversee and ensure security of the school site.

**General**

* The post holder will be expected to undertake such additional duties as may reasonably be required by the Headteacher of Chair of Governors up to a level commensurate with the principal responsibilities of the job.
* The post holder will participate in arrangements for his/her performance review and in the identification of areas in which he/she would benefit from training and will undergo such training.
* The post holder should keep abreast of developments in the administration and development of schools, and whenever possible and appropriate, attend professional development courses.
* The post holder will promote an image of the school which accords with our aims.