

Job Description:

Job Title: School Business Manager

Directorate: People

Service: Schools

Location: Allesley Primary School

Grade: 7

Job Purpose:

As a member of the Schools Senior Leadership Team, to ensure the effective and efficient provision of support services across the School, taking a lead in the strategic planning, organisation and delivery of financial and budgetary management, human resources and administration, and ensuring that the site, premises, health and safety and associated services are developed to meet the educational aims, objectives and changing needs of this two-form entry school, for 3-11 year old children.

Duties and Responsibilities:

Strategic Leadership Role:

1. To contribute to the formulation of policy and planning within the School as a member of the Senior Leadership Team, and to take a lead and be responsible for implementation of assigned matters with particular regard to support services (including finance, HR, site management, H&S and administration)
2. To contribute to the strategic development of the school by developing and evaluating strategies, processes and procedures to promote and manage change in order to meet the School's Priorities identified in the School Development Plan
3. To ensure the school makes best use of its resources through strategic planning, the production of timely and fully costed sustainable proposals, budgets and development of effective strategies for current government initiatives and long-term educational trends and developments
4. To attend Full Governing Body meetings, Resource Group meetings and Health and Safety Group meetings and the School Business Manager network meetings, as and when required by the Headteacher, providing appropriate information and reports for Governors' consideration
5. To represent the School's Senior Leadership Team at meetings held both within the local authority and with external bodies, liaising with the Local Authority and other outside agencies as required by the Headteacher
6. Through active involvement on the Senior Leadership Team, ensure that all forthcoming events are facilitated in terms of support services and resources.
7. To support the Early Years Nursery and Wraparound out of school hours provision strategic planning, financial planning and implementation of processes and procedures in relation to the sustainability of the businesses.

School Finance

8. To oversee finance at the school, managing the school budget working within the guidelines of Coventry City Council, ensuring the application of procedures as determined by CLYPD Finance, liaising with Local Authority Finance Officers and

Auditors, and establishing financial control, monitoring and auditing procedures that meet the requirements of the Local Authority and Auditors as well as the Governors and the School

9. To lead on budget planning and preparation in consultation with the Headteacher, Governors and Senior Leadership Team. Collate and review budget bids from staff, assessing outcomes met, advising staff on budgetary allocations, and prepare plans, explanatory papers and appropriate reports as required
10. To lead on the implementation of agreed systems and policies, which ensure the effective maintenance and control of School budgets and accounts, and demonstrate best value
11. To provide financial management information and advice to the School Governors, Headteacher, Senior Leadership Team, the DfE and appropriate Local Authority and outside agencies as required
12. Provide strategic leadership in financial management to ensure the long term sustainability of the school.
13. Maintain a strategic 3 year financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
14. To advise on spending commitments, budgetary matters and other expenditure and income issues to ensure appropriate financial and audit controls are in place
15. Use financial management information and benchmarking tools to identify areas of relative spend, assess trends and advise the Headteacher, School Governors and Senior Leadership Team
16. To ensure any leasing arrangements in place are effectively monitored and managed in accordance with the City Council's guidelines and requirements
17. To advise and inform the Headteacher, Governors and Senior Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of School's resources, building and staffing structure
18. To oversee all financial returns for the DfE, Local Authority and other central and local government agencies within statutory guidelines
19. To assist in the preparation of bids for supplementary external funding and to maximise income generation, investigating sources of funding and acting as the point of contact with regard to grant applications and other donations and ensuring that best value principles are adopted
20. To lead on ensuring adequate insurances are in place and advise the Headteacher, Governors and Senior Leadership Team accordingly. Implement and manage approved insurances
21. Manage all contracts for external services to ensure value for money.
22. Manage use of SIMSPay for parental financial contributions and chase outstanding debts.
23. Identify and maximize opportunities for future income generation
24. To lead on the development and financial arrangements of Allesley Primary Nursery and Before and After School Wraparound Club. Tracking finance income targets of over 90k per annum, and reporting to the Head teacher and Governors. Responsible for financial administration of invoicing and pursuing wraparound fees to secure projected income. Responsible for liaising with childcare voucher schemes. To complete monthly reports for these individual businesses and to support the Head Teacher and Governors in allocating revenue from them to support the priorities of the School.

Human Resources

25. To lead on HR for all support staff, including recruitment, induction, organisation, professional development, performance management, team working and the direct

and indirect supervision of these employees as required

26. To work with the headteacher on producing fully costed staffing models
27. To administer the grievance and disciplinary procedures as required, and ensure that Equal Opportunities and Health & Safety policies are complied with
28. To undertake the Return to Work interviews for all staff, including teachers, unless the teacher has been absent for a period of more than one week
29. To be responsible for managing the Promoting Health at Work Review process for all staff, including the preparation and delivery of all evidence for governors at any Managing Health Review meetings
30. To be responsible for general personnel matters including ensuring new staff have DBS clearance, medical clearance and ensure that contracts of employment are issued. To give advice to Governors on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with the school's HR provider
31. To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records, including contracts and pay statements
32. To oversee the administration of sickness notification, self-certification and absence recording procedures, and see that these are correctly applied to all employees
33. Advise Governors and the Senior Leadership Team on grades and salaries for all posts, ensuring the provision of appropriate and timely support on HR matters required in connection with all staff
34. To ensure that the support staff team provide a high quality support service to the School and are valued as partners to the teaching team
35. In conjunction with the Headteacher, ensure that suitable training is identified for support staff, taking into consideration changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken
36. To oversee and monitor overtime and casual staff hours in line with budgetary resources.

Site Management

37. Through supervision of established contractors and employees, to establish and maintain a clean, secure, attractive and purposeful working environment, with responsibility for maintenance, development and security of the School site and buildings
38. To be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed within the correct time frames and compliant with the appropriate legislation
39. To prepare and submit capital bids for work to be undertaken on the School site
40. To project manage, or work in conjunction with a Project Manager (for larger projects) for schemes that include refurbishment or developmental work of the premises
41. Oversee School lettings to external organisations and the development of extended School activities
42. To be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the School to reduce insurance costs
43. Monitor and oversee all contracts for services to the School including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value

44. To meet with and report to Governors on premises related issues, including review of contracts, works completed and best value.

Health and Safety

45. To lead on Health & Safety and its co-ordination across the School. Ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of School policies and procedures
46. Through supervision of the established contractors, and in co-operation with the FireService, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular evacuation and lockdown practices, and alarm tests. To ensure emergency procedures are current and timely
47. To lead on all accident and assault reporting and investigations, liaising with parents and the Local Authority as necessary
48. To ensure that the School is compliant with health and safety legislation
49. To engage with the Local Authority and lead any Health and Safety Audits and report the Governors' on completed actions.

Catering

50. To be responsible for the school's Catering Service provision ensuring that the school meal service is delivered to the specification.
51. To monitor performance, pricing, income generation and food standards
52. Ensuring that statutory food safety requirements are met including statutory servicing of equipment.
53. Arranging staff training when required
54. Liaise with appropriate qualified staff seeking specialist advice where required

Cleaning

55. Through the supervision of the Contracted Cleaning team ensure that the cleaning service is delivered to the specification.
56. To monitor pricing of materials and hygiene standards
57. Ensure that COSHH standards are in place, arranging training where required.
58. Liaise with appropriate qualified staff seeking specialist advice where required.

Whole School Administration

59. To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures and record systems throughout the School, including the administration and operation of related IT systems
60. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
61. Establish and use effective methods to review and improve administrative systems
62. To organise, as required, various elections within the School (e.g. staff and parentrepresentatives on the Governing Body)
63. Through supervision of the Administrative Team, ensure that the Single Central Record is accurately maintained and reported to Governors
64. Through supervision of the Administrative Team, ensure statistical returns to the DfE, Local Authority and other outside agencies as required by the Headteacher

65. Any other duties and responsibilities within the range for the salary grade

All staff are responsible for promoting and safeguarding the safety and welfare of children and young people

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible for: A range of support staff including Administrative and Clerical staff, Cleaning & Caretaking, Catering and Dining Room Assistants

- Administrative & Clerical
- Cleaning and Caretaking
- Catering and Dining Room Assistants

Responsible to: The Headteacher

Date Reviewed: April 2021