



Job Description

Job Title: School Business Manager

Job Number: L3952D

Directorate: People

Post Number:

Service: Services for Schools

Grade: 8

Location: Moseley Primary School

Job Purpose

As a member of the School's 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, and associated services are developed to meet the educational aims, objectives and changing needs of the School.

Duties and Responsibilities

Strategic/Leadership Role:

1. To contribute to the formulation of policy and planning within the School as a member of the Leadership Team, and to take a lead and be responsible for implementation on 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's Improvement Plan.
3. To contribute towards tracking the pupil premium funding provided to school to support specific groups of children who are vulnerable to underachievement, ensuring that they receive educational opportunities to improve attainment and overcome barriers to learning. In addition to support the Sports premium coordinator in tracking the funding and use of external groups and providers to ensure best value / impact.
4. 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.
5. To attend Governors' meetings, as and when required by the Headteacher providing appropriate information and reports for Governors consideration.
6. To represent the School's 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.
7. Through active involvement on Leadership Team, ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.

School Finance

8. To undertake the role of School Site Finance Officer managing a budget in excess of £2m 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 Leadership Team. Collating and reviewing budget bids from subject leaders, 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 all School budgets and accounts, and demonstrate best value.
11. To provide financial management information and advice to the School Governors, Headteacher, Leadership Team, the DfE and appropriate Local Authority and outside agencies as required.
12. To advise on spending commitments, budgetary matters and other expenditure and income issues to ensure appropriate financial and audit controls are in place.
13. Use financial management information and benchmarking tools to identify areas relative spend, assess trends and advise the Head teacher, School Governors and Leadership Team.
14. To ensure leasing arrangements in place are effectively monitored and managed in accordance with the City Council's guidelines and requirements.
15. To advise and inform the Headteacher, Governors and Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of the School's resources, building and staffing structure.
16. To oversee all financial returns for the DfE, Local Authority and other central and local Government agencies within statutory guidelines.
17. To assist in the preparation of bids for supplementary external funding and to maximise income generation within the ethos of the School by investigating sources of funding and acting as the point of contact with regard to grant applications and other donations and ensuring that best value principals are adopted.
18. To lead on ensuring adequate insurances are in place and advise the Head teacher, Governors and Leadership Team accordingly. Implement and manage approved insurances.
19. To lead on the development and financial arrangements of Dynamos/Nursery (Early Years Provision) and EDGE Club (Before and After School Provision). Tracking finance and reporting to the Head teacher and Governors.

Human Resources

20. To undertake the role of School HR Officer for all non-curriculum support staff, including recruitment, induction, organisation, professional development, performance management, team working, and the direct or indirect supervision of these employees as required.
21. To administer the grievance and disciplinary procedures as required, and ensure that Equal Opportunities and Health and Safety policies are complied with.
22. Through the supervision of the administrative team, be responsible for general personnel matters including ensuring new staff have DBS clearance, medical clearance and to ensure that contracts of employment are issued. To give advice to Governors on salaries, contracts,

expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with Coventry City Council's and the school's HR Service.

23. To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
24. To oversee the administration of sickness notification, self-certification and absence recording procedures are correctly applied for all employees.
25. Advise Governors and the 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.
26. 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.
27. In conjunction with the Leadership Team, ensure that suitable training is identified for support staff, taking in to consideration changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken.

Site Management

28. Through the supervision of the Site Services Officer, 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.
29. 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 and compliant with the appropriate legislation.
30. To assist in the preparation and submission of capital bids for work to undertaken on the School site.
31. Oversee School lettings to external organisations and the development of extended School activities.
32. 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.
33. Monitor and oversee all contracts for services to the School including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.

Health and Safety

34. To lead on health and 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
35. Through supervision of the Site Services Officer, and in co-operation with the Fire Service be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
36. To lead on all accident and assault reporting and investigations, consulting with the Local Authority as necessary.

37. To ensure that the School is compliant with health and safety legislation.

Whole School Administration

38. 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.

39. Through supervision of the Administrative Team, ensure that the single central record is accurately maintained and reported to Governors.

40. Through supervision of the Administrative Team, ensure statistical returns to the DfE, Local Authority and other outside agencies as required by the Headteacher.

41. 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 include Administrative and clerical staff, Site Services staff and cleaners.

Responsible to: Head Teacher

Date reviewed: January 2023



Person Specification

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| Job Title: | School Business Manager | Job Number: | L3952D |
| Directorate: | People | Post Number: | |
| Service: | Services for Schools | Grade: | 8 |
| Location: | Moseley Primary School | | |

| | Job Requirements |
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| Knowledge: | <ul style="list-style-type: none"> • Understanding and awareness of education issues and developments • Knowledge and understanding of school financial principles and controls, budget planning and management procedures and accounting techniques • Knowledge and understanding of premises management and contracts legislation • Knowledge and understanding of HR principles and procedures, and an awareness of employment law • Knowledge and understanding health and safety legislation and requirements, including risk assessment tools • Comprehensive knowledge of administrative systems and working practices |
| Skills and Abilities: | <ul style="list-style-type: none"> • Ability to be a key team member • Excellent written and verbal communication skills • Ability to plan and prioritise workload to meet conflicting deadlines • Ability to analyse and interpret complex information and solve problems • Excellent ICT skills and ability to use a range of ICT packages • Good negotiation skills in order to negotiate contracts with suppliers • Ability to work independently and act on own initiative • Ability to cope well with pressure and keep calm in stressful situations • Ability to motivate and manage personnel - including allocation of tasks, delegation and management of support staff • Ability to liaise and communicate effectively with pupils, parents, users and other visitors • Ability to conduct interviews for support staff appointments and associated work related to writing job descriptions, person specifications and advertisements • Ability to evaluate staffing and financial information and make recommendations in relation to policy issues • Ability to maintain absolute confidentiality and integrity • Understanding of promoting positive relationships with the |

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| | wider community |
| Experience: | <ul style="list-style-type: none"> • Successful educational background at leadership level • Administrative experience in a management capacity, including responsibility for financial and Human Resources matters • Experience of successfully managing a staff team • Experience in finance including in the development, management and operation of financial management systems • Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information. |

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| Educational: | <ul style="list-style-type: none"> • Diploma in School Business Management or the willingness to undertake the SBM qualification within 18 months • Qualification in administration management • Excellent numeracy and literacy skills |
| Special Requirements: | <ul style="list-style-type: none"> • An enhanced DBS check will be required • Understanding and commitment to equal opportunities |