

Job Description:

Job Title: School Business Manager

Directorate: Children, Learning & Young People

Service: Schools

Location: Whitmore Park Primary School

Grade: 8

Job Code: L3952D

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 and associated services are developed to meet the educational aims, objectives and changing needs of this over-subscribed two form entry school, for 2-11 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 contribute towards tracking the pupil premium funding provided to school to support specific groups of children who are vulnerable to under-achievement, ensuring that they receive educational opportunities to improve attainment and overcome barriers to learning
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 Full Governing Body meetings, Resource Committee meetings and the School Business Manager network meetings, as and when required by the Headteacher, providing appropriate information and reports for Governors' consideration
6. 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

7. Through active involvement on the Senior Leadership Team, ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources

School Finance

8. To oversee finance at the school, managing a budget of in excess of £2.0m, 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. 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 of relative spend, assess trends and advise the Headteacher, School Governors and Senior Leadership Team
14. To ensure any 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 Senior Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of 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 principles are adopted
18. To lead on ensuring adequate insurances are in place and advise the Headteacher, Governors and Senior Leadership Team accordingly. Implement and manage approved insurances

Human Resources

19. 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
20. To administer the grievance and disciplinary procedures as required, and ensure that Equal Opportunities and Health & Safety policies are compiled with

21. 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
22. To be responsible for managing the Promoting Health at Work Review process for all support staff, including the preparation and delivery of all evidence for governors at any Managing Health Review meetings
23. Through the supervision of the administrative team, 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
24. To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records, including contracts and pay statements
25. To oversee the administration of sickness notification, self-certification and absence recording procedures, and see that these are correctly applied to all employees
26. 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
27. 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
28. 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

Site Management

29. Through 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
30. 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
31. To prepare and submit capital bids for work to be undertaken on the School site
32. 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
33. Oversee School lettings to external organisations and the development of extended School activities
34. 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
35. 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

36. 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
37. 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 evacuation and lockdown practices, and alarm tests. To ensure emergency procedures are current and timely
38. To lead on all accident and assault reporting and investigations, liaising with parents and the Local Authority as necessary
39. To ensure that the School is compliant with health and safety legislation

Whole School Administration

40. 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
41. To organise, as required, various elections within the School (eg staff and parent representatives on the Governing Body)
42. Through supervision of the Administrative Team, ensure that the Single Central Record is accurately maintained and reported to Governors
43. Through supervision of the Administrative Team, ensure statistical returns to the DfE, Local Authority and other outside agencies as required by the Headteacher
44. 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 – 5 posts
- Cleaning and Caretaking – 7 posts
- Catering and Dining Room Assistants – 24 posts

Responsible to: The Headteacher

Date Reviewed: June 2018