

JOB DESCRIPTION

JOB TITLE:	School Business Manager
RESPONSIBLE TO:	Head of School and Deputy Chief Operating Officer
LOCATION:	Wrotham Road Primary School
SALARY GRADE:	KR9
HOURS:	37 hours per week, 40 weeks per year

PURPOSE OF POST:

The School Business Manager is the school's leading support staff professional and works to assist the Chief Operating Officer, Deputy Chief Operating Officer and Head of School in their duties to ensure that the school meets its educational aims.

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school.

The School Business Manager will lead on and ensure the provision of effective office and reception services as the schools' main focus point.

The School Business Manager will line manage administration, premises and extended services staff, ensuring effectiveness and efficiency is of the highest standard.

Main Duties

- Manage the efficient and effective running of the school office as one of the main points of public contact, as well as the centre of daily administration.
- Be responsible for all aspects of the school's administrative functions and the effective operation of the administration teams.
- Maintain the school's social media platforms to promote the school in the local and wider community.
- Be responsible for implementation of the Trust's Data Protection policies and procedures so that the school is compliant with the General Data Protection Regulations.
- Manage the control and co-ordination of purchasing and servicing arrangements within the school including quotations, orders, liaison with suppliers and contractors, and advise on procedure and rendering decisions for the renewal or change of contract. Monitor contracts to ensure ongoing satisfaction and value for money.
- Liaise with service providers to ensure the security, cleaning, maintenance and provision of all services to the school are met and comply with Health and Safety requirements.
- Investigate and determine opportunities to maximise the use of the school's resources, including initiating income generation schemes and manage and monitor such projects.
- In conjunction with the Deputy Chief Operating Officer, ensure the provision of an efficient and effective schools meals service within the school, where appropriate liaising with the catering provider to determine strategies for growth.
- Monitor systems and procedures within the schools, relating to general matters such as administration/clerical procedures and health and safety, to ensure efficient and effective operations are in place. Suggest and implement improvements where required.
- Assist in the collation of information required for inspection by outside agencies, including audit and compliance.

	<ul style="list-style-type: none"> • Ensure all visitors, contracts, agency staff and volunteers are compliant with the Trust Safeguarding policies, including holding a valid DBS check where relevant, and seeking evidence of identification. Ensure all SLA's are updated and reviewed annually. • Update, manage and maintain the school's Single Central Record in relation to staff, contractors and agency staff, including visitors and volunteers. • Maintain and have overall responsibility for the IT and furniture asset registers. • Assist with the provision of agency supply staff to ensure the effective operation of the school day. • Responsible for statutory returns, including the pupil census. • Be an active member of the school's leadership and management team, attending Senior Leadership Team meetings if required.
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Wider responsibilities	<p>HR Administration</p> <ul style="list-style-type: none"> • In conjunction with the Head of HR, provide personnel support and guidance to the Head of School, the Trust central team and staff. • Manage the annual performance management process for the delegated support staff, undertaking timely performance reviews and dealing effectively with any poor performance issues. • Liaise with relevant agencies on performance related staff issues. • Manage all staff absence, including sickness and special leave and to ensure a robust system is in place and maintained throughout. • Work alongside the Head of School and Trust Central Team when OH referrals are required. • Manage the distribution of all staff contracts in liaison with the central HR team. • Assist with support staff induction and training arrangements and maintain all staff training records on the school's Management Information System. <p>Premises and Health and Safety Management</p> <ul style="list-style-type: none"> • Act as the first point of contact on the Senior Leadership Team for premises issues that arise during school holidays, informing or liaising with the Head of School, Chief Operating Officer or Deputy Chief Operating Officer as appropriate. • Provide leadership support for the premises team to ensure the safe maintenance and operation of the school premises including ancillary services, e.g., cleaning. • Assist the Trust, in consultation with various agencies, on the future development of the school premises and site. • Be responsible for the hire of the school hall and canteen. • Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school, ensuring that the Trust's policy is available to all staff and is implemented at all times. • Liaise with the Deputy Chief Operating Officer and the Trust's external health and safety consultant to ensure that the school site is compliant with health and safety regulations. • Monitor, through the premises team, that the school's Health and Safety procedures, including Risk Assessments, are reviewed and kept up-to-date. • Take a strategic role in developing, supporting and monitoring the work of the premises team and take a lead role in the planning and implementation of major projects. • Take responsibility for emergency/disaster planning and for a business continuity plan, so that the school is insured and covered for all eventualities. • Participate in the Trust's external Health and Safety termly audits and follow up actions identified by the recommended timescales. • Arrange and monitor health and safety training for all staff. • Implement Trust policies and procedures at the school for educational visits and events, including risk assessments, to ensure that they are compliance with regulations. • Research and identify new funding streams and ensure that all opportunities are taken to maximise bids and ensure best value. <p>General</p> <ul style="list-style-type: none"> • Comply with all Trust policies and procedures, reporting all concerns to an appropriate person. Contribute to the development of school policies and procedures. • Be aware of any support difference and ensure equal opportunities for all.
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	<ul style="list-style-type: none"> • Contribute to the overall ethos/work aims of the schools. • Arrange provision, analysis and evaluation of data and detailed reports and information to the Trust central team, Senior Leadership Teams, the Local Governing Body and outside agencies. • Establish constructive relationships and communicate with other Trust schools and third-party agencies/professionals. • Participate in training and other learning activities and performance development as required. • This role will involve contact with children, referred to as 'regulated activity'. All staff will be expected to promote and safeguard the welfare of children and young people for who they are responsible and with whom they come into contact.
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Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Experience in administrative roles and line management of staff • Skills for school business planning, including development of administrative and site management procedures • The ability to work well in a team and independently • Excellent communication and interpersonal skills, both written and verbal • Numeracy and literacy skills <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of working in a school environment • Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities, confidentiality and GDPR
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The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School or Trust central team to carry out appropriate duties within the context of the job, skills and grade.

Agreed by Postholder:

Date: