



Kent County Council

Job Description: School Business Manager Level 1

School:	Langafel CoE Primary School
Grade:	Kent Range 8/9
Responsible to:	Headteacher, Governing Body

MAIN PURPOSE

The School Business Manager is the school's leading finance and personnel professional and works to assist the Head Teacher in his/her duty 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 and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management/ Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ elements of Health & Safety Management of the School.
- The School Business Manager works alongside the Senior Leadership Team and is expected to contribute significantly to the continuous improvement of the schools' services.

STRATEGIC RESPONSIBILITIES

- Plan and manage change in accordance with the school development/strategic plan as appropriate
- Prepare papers/reports for Governing Body for FBG meetings and monitoring visits as required.
- Attend Senior Leadership Team meetings as required.



FINANCE RESOURCE MANAGEMENT

- Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide on-going budgetary information to relevant people
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Seek and make use of specialist financial expertise if and when necessary
- Maximise income through lettings and other activities
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements
- Work with the inclusion leader to evaluate the impact, effectiveness and therefore Value for Money of pupil premium funding
- To ensure appropriate accountability for any additional funding that the school receives
- Administrate and maximise the lettings/invoiced services offered by the school

MANAGEMENT INFORMATION SYSTEMS & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied



HUMAN RESOURCE MANAGEMENT

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the human resources and finance policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Provide support and advice to staff during times of setback and change
- Monitor staff attendance and punctuality and take action as required, and in consultation with the Headteacher, where monitoring identifies a concern
- Manage recruitment, performance management, appraisal and development for ESS, Site and Administration support staff.

FACILITY & PROPERTY MANAGEMENT

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the Headteacher and governing body on appropriate insurances for the school and implement and manage such schemes accordingly.
- Line manage site staff

HEALTH & SAFETY



- Act as the school's Health & Safety Co-ordinator to support the responsible person.
- Ensure records of fire practices and alarm tests are kept.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

ADMINISTRATION MANAGEMENT

- Manage the whole school administrative function and lead all support staff (admin and financial staff).
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines ie workforce/pupil census..

OTHER

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection reporting all concerns to an appropriate person
- Participate in training and other learning activities and performance development as required.

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headteacher.



Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

	CRITERIA
Qualifications	Level 3 Diploma/Qualifications or having or willing to work towards the Certificate of School Business Management (CSBM).
Experience	Significant experience in administrative / finance roles.
Skills and Abilities	<p>Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.</p> <p>Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR</p> <p>Strong interpersonal and communication skills – written and verbal.</p>
Knowledge	<p>Thorough technical knowledge of day to day financial administration processes and protocols.</p> <p>Sound working knowledge of site, personnel and office administration and processes.</p> <p>High level IT skills.</p> <p>Assured manner. High level customer service skills and professional ethos.</p> <p>Good organization & time management skills ability to manage priorities & meet deadlines whilst remaining methodical and giving attention to detail.</p> <p>Initiative / proactive / 'can do' approach.</p>