



*Nurtured we thrive*

## **Job Description – School Business Manager**

**Kent Range:** KSF / KSG – depending on experience

**Reports to:** Headteacher

**Line Management:** Admin Team, Site Team, Wraparound Care Team

### **Job Purpose**

To make a major contribution to the successful management and administration of our thriving school, and to its continuing development in accordance with the Governing Body's strategy for development.

To be responsible for the development, implementation and management of a comprehensive range of support services throughout the school including finance, resources, premises, cleaning and building maintenance, security, extended services and lettings, ensuring all procedures are carried out effectively and efficiently.

To provide support for the leadership team and teaching staff in their responsibility to enable pupils to reach their potential by providing a safe and appropriate working environment and an efficient and good value, cost effective, range of support services.

### **Main Duties and Responsibilities**

#### **Personnel**

- Have an up to date overview of pay and conditions legislation and guidelines and current HR procedures.
- Be responsible for all HR administration, including staff confidential records.
- Ensure that the school safeguarding procedures, including safer recruitment, DBS (and other relevant checks) and the Single Central Record, are all up to date and followed.
- Be responsible for all aspects and issues relating to staff contracts.

- Act as the direct line manager for the Admin Team, Site Team and Wraparound Care Team within the school.
- Draft and review job descriptions and personal specifications, as required.
- Prioritise and reallocate work to meet deadlines of self and the Site Team, providing support and guidance where necessary.
- Organise and take part in recruitment, interviewing and induction of non-classroom-based support staff.
- Manage the Caretaker, Office Staff and Mid-Day Supervisors, including their appraisal procedures.
- Monitor and evaluate office procedures and practices to ensure efficient delivery of services.

## **Finance**

- Responsible for all aspects of the school's financial management, including management of SIMS, FMS and BPS.
- Setting of annual budgets for the school by preparing and presenting financial statements and allocating agreed outcomes for Headteacher and Governing Body approval.
- Undertake budget monitoring at all levels within the school and assist individual budget holders to manage their own budgets.
- Through effective financial management of the school, manage the running of the school's financial systems and ensure all reporting requirements and deadlines are met.
- Implement and monitor procedures for the safe collection, correct handling, recording and banking of cash and related tasks, and the operation of the school's accounts in accordance with financial regulations.
- Obtain quotations and negotiate prices with suppliers and contractors for goods and services to ensure best value for the school.
- Meet audit requirements.
- Prepare annual estimates of all expenditure and income, liaising as necessary with outside organisations.
- Produce periodic reports for the management team and Governing Body.
- Support the development of senior staff knowledge and skills in financial management.

## **Administration**

- Manage the School Office to ensure the smooth running of all administrative processes including: admissions, attendance, SIMS pupil data, visitor and volunteer procedures, ordering, and all queries from staff, pupils, parents and outside agencies.

- Manage Wraparound Care in terms of bookings, staff and resources.
- At the direction of the Headteacher, ensure that all relevant legislative requirements are communicated to the appropriate people.
- Prepare documentation and reports to support the Leadership Team.

### **Strategic Direction and Development of the School**

- Provide information for the Headteacher, Leadership Team and Governing Body to facilitate strategic planning.
- Contribute to the strategic direction and long-term planning of the school.
- Participate in the monitoring and evaluation of school effectiveness.
- Attend Governor meetings, staff meetings and other school meetings, as and when required.
- To engage with the appraisal process.

### **Facilities Management**

- Be responsible for ensuring that the school buildings and grounds are maintained to an adequate standard: buildings are secure and provide a safe environment for staff and pupils.
- Identify, with the Site Team, a program of buildings and grounds maintenance work, overseeing its completion.
- Project manage premises alterations on behalf of the Headteacher and Governing Body.
- Ensure that all necessary specifications for work to be undertaken are properly formulated and that outside contractor tenders meet best value criteria.
- Ensure that facilities development projects are planned and supervised so as to cause minimum disruption to school life.

### **Health and Safety & Safeguarding**

- Support the Headteacher in all issues relating to health and safety, including risk assessments.
- Review health and safety policy and procedure alongside the Headteacher and Governors.
- Immediately report any safeguarding concerns, especially relating to pupils and staff, to the Designated Safeguarding Team.

Duties may be varied to meet the changing demands of the school at the discretion of the Headteacher.