

JOB DESCRIPTION

School: Phoenix College	Department/Division: Education & Community
Post Reference No:	Location:
Job Title: School Business Manager Level 4	Grade/Salary Range: RG7 m (Scale Points 39 – 45)

JOB PURPOSE

1. The School Business Manager is the school's leading support staff professional and works as a member of the SLT to assist the Headteacher in their duty to ensure that the school meets its educational aims.
2. 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.
3. The School Business Manager is responsible for managing the day to day operation of:
 - Financial Resources
 - Human Resources
 - IT network
 - Premises
 - Health & Safety

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- Member of Senior Leadership Team
- Member of Safeguarding Team
- Reports to Headteacher
- Line Management responsibility for:
 - Admin Team (Finance Officer and Secretary)
- Oversight of and liaison with:
 - Kitchen staff
 - Cleaning services
 - External contractors

MAIN DUTIES AND RESPONSIBILITIES

LEADERSHIP & STRATEGY

1. Attend SLT meetings and Full Governing Body meetings as required.
2. Maintain a strategic financial plan that supports the requirements of the school development plan over a three year budget period.
3. Lead on the development and training of the admin team.
4. Use knowledge of government policies, legislation and directives to help develop effective strategies to meet current and future needs of the school.
5. Advise Headteacher and Governors on finance and employment law, policy and procedure.

6. Promote the school to different audiences across the local community as required.
7. Ensure effective liaison with other schools and local businesses.
8. Work with the SLT to ensure that statutory safeguarding duties are discharged.
9. Direct the admin team to ensure that statutory duties in relation to the recording of admissions, attendance, children missing in education and exclusions are accurate and timely.
10. Ensure strong GDPR compliant data protection policies and procedures are in operation.

FINANCIAL RESOURCE MANAGEMENT

1. Manage the school's finance function, ensuring its efficient operation according to agreed procedures.
2. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic balanced budget for school activity.
3. Discuss, negotiate and agree the final budget with the Headteacher and Governors.
4. Use the agreed budget to actively monitor and control performance to achieve value for money.
5. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
6. Provide on-going budgetary monitoring information to the Headteacher, Governors and LA within specified deadlines.
7. Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Headteacher and Governors accordingly. Investigate substantial spending anomalies in specific areas eg. high supply agency costs, taking remedial steps to resolve and keeping the Headteacher and Governors informed.
8. Ensure that appropriate internal controls are in place in line with the school's financial procedures manual; advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
9. Update the School Development Plan with the latest financial information to help the Headteacher and Governors make informed decisions.
10. Identify additional finance required to fund the school's proposed activities; seek and make use of specialist financial expertise.
11. Maximise income through lettings and other activities.
12. Use knowledge of bidding processes, local businesses and own local networks to maximise income generation.
13. Monitor the balances on bank accounts and transfer funds between accounts accordingly to maximise return.
14. Produce timely, fully costed and sustainable proposals and present these at Governors' meetings.
15. Negotiate, manage and monitor contracts, tenders and agreements for all goods and services.
16. Ensure the application of SFVS (or equivalent) standards.
17. Maintain the school's private fund, advising on the necessity of charitable status.

ADMINISTRATION MANAGEMENT

1. Line manage the admin team providing guidance and expert knowledge where appropriate.
2. Carry out performance management reviews for the admin team. Set annual targets, carry out in-year reviews and make recommendations for incremental progression where appropriate.
3. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
4. Establish and use effective methods to review and improve administrative systems.
5. Monitor the way policies and procedures are actioned by admin staff and provide support where necessary.
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to improve efficiency and avoid duplication.
7. Prepare information for the DfE, LA and other agencies and stakeholders within statutory guidelines.

IT SYSTEM MANAGEMENT

1. Consider approaches for use of existing and future plans to introduce new technology in the school.
2. Ensure resources, support and training are provided to enable colleagues to make the best use of available IT.
3. Ensure contingency plans are in place in the case of technology failure.
4. Ensure that appropriate IT and e-safety policies are in place to safeguard all stakeholders and the reputation of the school.

HUMAN RESOURCE MANAGEMENT

1. Manage the payroll for all school staff.
2. Manage the recruitment process for all staff ensuring that safer recruitment and selection principles are followed.
3. Ensure that all recruitment checks are completed and recorded for all categories of people involved with the school including staff, governors and supply staff.
4. Ensure that comprehensive induction for new staff to the school is completed.
5. Maintenance of confidential personnel records with are compliant with the school's data protection and records management policies.
6. Seek and make use of specialist expertise in relation to HR issues.
7. Oversee all statutory training for staff and ensure up to date and accurate records are in place for:
 - Safeguarding Training
 - First Aid Training
 - Health & Safety Training
 - Fire Safety Training
 - Restraint Training
 - GDPR Training

8. Maintain the Single Central Record in line with statutory and LA guidance.

PREMISES MANAGEMENT

1. Work with the SLT to provide a safe environment in which teaching and learning can take place.
2. Ensure the security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Monitor, assess and review contractual obligations for outsourced school services, eg. the cleaning contract.
6. Manage the letting of school premises to external organisations for the development of extended services and local community needs.
7. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school; implement and manage such schemes accordingly.
8. Maintain an asset register, conducting at least one annual review.
9. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.

HEALTH & SAFETY MANAGEMENT

1. Have due regard to the contribution that effective health and safety management makes to overall safeguarding with due regard to 'Keeping Children Safe in Education.'
2. Implement risk management and loss prevention strategies.
3. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors, LA and where appropriate the Health and Safety Executive.
4. Ensure the school's written health & safety policy is regularly reviewed, clearly communicated and available to all stakeholders.
5. Ensure systems are in place to enable the identification of hazards through risk assessment. Work with the SLT to produce a strategic risk assessment for presentation to Governors.
6. Work with the SLT and Safeguarding team to ensure that risk assessments (building, activity and pupil specific) are completed, regularly reviewed and communicated to stakeholders.
7. To act as the Responsible Person and have overall responsibility for the provision of first aid for the site, including recording and reporting to Governors.
8. Have responsibility for the asbestos management strategy for the site.
9. Have responsibility for fire strategy for the site, including ownership of actions from the fire risk assessment.
10. Have responsibility for completing and recording statutory legionella checks.
11. Have responsibility for record keeping for COSHH making sure that appropriate paperwork is available for all chemicals on site, including those of third party contractors and those used in teaching and learning, and that employees have been briefed.

PROGRESSION THROUGH GATEWAY (RG7 Scale Points 43 – 45)

Progression through the gateway will be upon successful performance management and by demonstrating the following criteria are being met:

Leadership and Strategy:

- Attend leadership days/extended meetings, contributing to and taking an active part in strategic planning processes and development of initiatives, including curriculum, staffing and premises issues, and creation/evaluation of the School Development Plan.
- Research and analyse strategic choices and recommend those most likely to achieve the school's goals and objectives.
- Lead change at whole school level and engage with stakeholders to facilitate change.
- As a member of the SLT, provide direction for a wide range of diverse functions in relation to the school's non-teaching functions which include: Administration, Finance, Personnel, and Premises.

Finance:

- Research and analyse strategic choices and recommend those most likely to achieve the school's goals and objectives (eg. profile various staffing structures and their budget implications and discuss with the Headteacher in confidence, to maximise the effectiveness of the deployment of staff and the impact on teaching and learning).
- Advise the Headteacher and Governors on financial policy, preparing appraisals for particular projects and for the development of a long term financial strategy for the future development of the school. (eg. manage and anticipate the substantial legal costs incurred during an Employment Tribunal, forward plan and budget to ensure the school budget will not go into deficit whilst maintaining an effective staffing structure and adhering to the School Development Plan and priorities).
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. (eg. energy suppliers - monitoring costs, investigating unusual usage and maximising the use of group tariffs or special offers).
- With the SLT, formulate and update policies on behalf of the Governing Body relating to areas covered by the role (eg. investigate and write a school-specific policy for the introduction of something new, eg. the use of a debit card for internet shopping).

Personnel:

- Provide advice to the Headteacher, Senior Leaders and Governors on employment issues; provision of advice to Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal, competency and disciplinary issues.
- Collaborate with and advise the Senior Leadership Team on staffing issues incorporated in strategic and operational planning.
- Implementation of/involvement in conduct and capability procedures.
- Deal with a wide range of personnel issues, including formal referrals, requiring tact, diplomacy and innovation.

Premises:

- In consultation with the Headteacher and Governors, develop & implement a strategic plan for

premises & facilities, in line with development plan priorities, and future proofing of facilities to ensure the needs of the curriculum are met (e.g. creating a costed 3 year Asset Management Plan which is flexible and sustainable).

- Manage building emergencies at any time with due consideration to health and safety of staff, pupils, community users and by making the necessary arrangements for repairs to be carried out and school to remain operational.
- The jobholder often deals with complex matters involving negotiations with various parties and has autonomy within these negotiations on matters involving non educational issues, particularly in relation to facilities.
- Role holder has the authority under the school's Financial Procedures to find resources for building maintenance/repairs to be carried out at short notice.

Safeguarding:

- Act as Deputy Designated Safeguarding Lead

SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST

What level of DBS check is required for this post? NONE/STANDARD/ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? YES/NO

Does the post require a Protection of Children Act (POCA) check? YES/NO

What other security/safer recruitment clearances are required for this post (*excluding standard identity/work permit/education qualification checks*)? – Please specify

Is this post 'politically restricted'? YES/NO

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? LEVEL 1/LEVEL 2/LEVEL 3

Signed:

Date: