



**JOB TITLE** School Business Manager \_\_\_\_\_ **JOB NO** \_SCH42SBMG8  
**SERVICE AREA** Schools \_\_\_\_\_ **SECTION** Education Support \_\_\_\_\_  
**LOCATION** \_\_\_\_\_ **GRADE** G8 \_\_\_\_\_ **SCP's** 026-031 \_\_\_\_\_  
**CAR ALLOWANCE** - CASUAL/ESSENTIAL (delete as appropriate) (if applicable)

## PURPOSE OF JOB:

- Be the school's leading support staff professional and work with the senior team to assist the head teacher in ensuring the school meets its educational aims.
- To promote the highest standards of business ethos within the administrative function of the school and ensure the most effective use of resources in support of the school's learning objectives

You will be responsible for:

- Line managing support staff and playing a key role in leading, training and motivating
- Budget planning and setting and providing advice and guidance on financial related matters
- Provide organisational and complex advisory support to the Head teacher and governing body on all aspects of school business management
- Implementing Health & Safety Legislation in the school
- General personnel matters
- Producing detailed reports, analysing and responding to complex correspondence

## RESPONSIBILITY LINKS

Reports to: Headteacher

Responsible over: School Support Staff

**SPECIAL CONDITIONS:** Standard office working environment with customer interaction including parents, teachers, governing bodies and other agencies

## MAIN ACTIVITIES:

Developed knowledge of Financial, Human Resources, Health & Safety and Administrative policies and procedures

Knowledge of managing budgets, producing timely and fully costed proposals, ensuring they are sustainable in the long term

To have experience of line managing staff

Take a lead role in planning, monitoring and evaluation of a budget

Ensure the school complies with appropriate financial and Council procedures

Monitor accounting procedures and resolve problems, ensure a full reconciliation is undertaken at least once a month

Provide detailed analysis and evaluation of data and produce detailed reports

Produce and respond to complex correspondence

Manage complex administrative procedures

Provide organisational and complex advisory support to the Head teacher and governing body on all aspects of

## **school business management**

To assist in the formulation of the school development plan, school evaluation and other strategic documents

Take an active role in co-ordinating and managing the relationships between the school and outside agencies

Act as a point of contact with central and other agencies with regard to grant applications, gifts and other donations

Develop relationships with suppliers to negotiate, manage and monitor contracts, tenders and agreements, using best value for the school at all times

### **Effort Demands**

To be able to work on own initiative dealing with unanticipated problems

Manage all aspects of school business management in a sustainable and eco-friendly manner

Ensure best value principles are adopted in order for the school to meet its educational aims.

Able to make decisions as to when and how duties are carried out and play a key role in leading, motivating, training and guiding support staff

Able to deal with conflicting priorities and deadlines producing reports and plans for service improvement

### **Responsibilities**

Responsible for implementing Health and Safety Legislation in the school

Ensure emergency procedures are current and timely and records are maintained (e.g. fire practice and alarm tests)

Know the elements of fire safety and the associated risks to the school through the process of risk assessment

Manage the letting of school premises to outside organisations and school staff

Take a lead role in planning, monitoring and evaluation of a budget of up to 2million

Ensure an effective link between the school financial plan and the school development plan necessary to sustainable school improvement

Provide advice and guidance on all financial related matters

To manage the ordering, processing and payment of all goods and services

To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending of budgets

Undertake recruitment, induction and appraisal and play a key role in leading, motivating, training and guiding support staff

Take responsibility for general personnel matters (e.g. contracts of employment, employment checks)

Oversee staff contracts and co-ordinate the administration of staff recruitment

Oversee the implementation of appropriate information management systems including administration, accounting and record systems

**DATE PREPARED:**

SCP's Revised April 2019



<b>Job No:</b> _____ <b>Job Title:</b> <u>School Business Manager</u> <b>Grade:</b> <u>G8</u>		
<b>Service Area:</b> <u>Schools</u> <b>Section:</b> <u>Educations Support</u>		
Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively.	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:-		
Ability to undertake recruitment and selection of staff and conduct appraisals		
Ability to show a commitment to continuous professional development of staff		
Ability to identify and acknowledge excellence and challenge poor performance		
Create and lead a united successful support management team		
Ability to organise own workload		
Ability to use initiative to deal with unanticipated problems with minimal supervision		
Ability to show a commitment to collaborative decision making		
Ability to tackle difficult issues and take difficult decisions and convey outcomes clearly and sensitively		
Ability to exchange complicated and sensitive information to the Headteacher, Governing Body and other agencies at all levels		
Ability to develop effective relationships with suppliers		
Ability to negotiate contracts with suppliers		
Ability to use IT packages and develop and implement effective administrative systems		
Ability to analyse complex correspondence		
Ability to plan and set the school budget		
Ability to give developed advice and guidance on all financial related matters in the school		
Ability to give advice and guidance on general Human Resource issues		
Ability to operate flexibly in a busy team environment		
Ability to work to tight and often conflicting deadlines		
An awareness of, and commitment to, child protection Legislation		
An awareness of, and commitment to, equality of opportunity		
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<b>Experience:</b> specify type, level and length required; if any.		
Substantial experience of line managing staff		
Substantial experience of managing a budget efficiently and effectively		
Working knowledge of Human Resources and Health & Safety legislation		
Substantial experience of working in a school environment		
<b>Qualification:</b> specify type and level required (including equivalents); if any.		
NVQ 4 or equivalent		
Studied or obtained a Diploma in School Business Management/Advanced Diploma in School Business Management		

