

St Bernadette Catholic Primary School



Job Description School Business Manager

Job Title:	School Business Manager
Hours:	2 days per week – 15 hours – 8.30am – 4.30pm
Accountable to:	The Governing Body and Headteacher
Reports to:	The Headteacher
Leads & Manages:	Administration & Finance staff, Sites Team

Job Purpose: To promote the ethos of our Catholic school within the context of our mission statement.

To lead and manage the school providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

To have overall responsibility for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

Leadership & Strategy

- Attend appropriate Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- In the absence of the Head Teacher and deputy Headteacher, take delegated responsibility for Financial decisions
- Plan and manage change in accordance with the school development/strategic plan
- To lead and manage School Office, Site Services Team & Financial Administration.

Financial 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
- 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 ongoing 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 and prepare bids and presentations required to fund the school's proposed activities
- Seek and make use of specialist financial expertise
- Maximise income through lettings and other activities
- Present timely and fully costed proposals, recommendations or bids in regards to funding
- 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

Administration Management

- Manage the whole school administrative function.
- 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 DCSF, Diocese, LA and other agencies and stakeholders within statutory guidelines.

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

- Oversee, manage and take day to day responsibility for the school's Single Central Record.
- 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
- Manage recruitment, performance management, appraisal and development for all support staff
- 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 policies and procedures and the importance of putting them into practice
- Liaise with the school's HR providers with a view to the above.

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
- 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 SMT on appropriate insurances for the school and implement and manage such schemes accordingly

Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Ensure that records of fire practices and alarm tests are maintained.
- 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

In addition to the above, any other duties as may be deemed reasonable by the Headteacher, within the grade of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature of School Business Manager: Date:

Signature of Head Teacher: Date: