

School Business Manager

Job Description

Grade: GR5

1. Job Purpose

1.1 The provision of full support to the Headteacher to ensure the effective leadership, management and administration of the school with specific responsibility for overall office management, financial management and reporting, facilities management including health and safety, management of the SCR and the management of non-class based school support staff. This is a senior role at our school and will require a commitment to attend SLT meetings where appropriate.

2. Key Responsibilities

2.1 Responsible, under the direction of the Headteacher, for financial matters having due regard to the appropriate financial directions and regulations of the Authority.

2.2 To be responsible for the management of any applications for grant funding.

2.3 Detailed monitoring of the main and separate departmental capitation and other budgets and advise on implications of decisions.

2.4 Manage petty cash resources

2.5 Calculation, provision and application of costing and associated information

2.6 Advice and recommendations on matters relating to income and expenditure including production of statements and forecasts including half-termly financial reports to the Finance Committee and the full Governing Body

2.7 Preparation of forecasts and papers for annual budget setting meeting

2.8 Supervision of Office Staff including temporary and permanent officers and of work experience trainees to include conducting performance management review of administrative staff in accordance with the school's performance management policy and guidelines

- 2.9 Management of some school support staff, specifically caretaking and cleaning staff as well as office staff.
- 2.10 Preparation and maintenance of school inventory
- 2.11 Ensure the provision of an effective administrative, secretarial and clerical support to the headteacher and other teaching staff as required in specialist areas
- 2.12 Generally organise, plan and control workloads and procedure. The interpretation and the provisions of regulation and directives and the provision of advice on matters within the scope of the job.
- 2.13 Communicate effectively with the manager for the MIS and ICT infrastructure
- 2.14 To advise and make recommendations on matters relating to personnel
- 2.15 Management and administration of personnel procedures and records
- 2.16 To advise and make recommendation on the management of school facilities, including having responsibility to monitor the health and safety of the building.
- 2.17 Plan own work to ensure the meeting of defined objectives
- 2.18 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.19 To ensure all tasks are carried out with due regard to Health and Safety
- 2.20 Ensure that the office is GDPR compliant.
- 2.21 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.22 Work with the SLT to improve wider community liaison, including the management of, and improvement of, communication systems
- 2.23 To adhere to the ethos of the school
 - 2.23.1 To promote the agreed vision and aims of the school
 - 2.23.2 To set an example of personal integrity and professionalism

2.23.3 Attendance at appropriate meetings, including SLT, staff, LTE and parent evenings when deemed appropriate by the HT.

2.24 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer’s Job Title : Headteacher

3.1 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
- 3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

| Post Title | Grade | No of Posts | Level of Supervision (as in 3.2 above) |
|------------|-------|-------------|---|
| | | | |

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

| | | | | |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria | Essential | MOA |
|---|--|------|
| Education/Qualifications NB: Full regard must | Certificate of School Business Management (CMBS) or equivalent | AF/C |

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| be paid to overseas qualifications. | | |
| Experience Relevant work and other experience | Financial management experience in an educational setting | AF/I |
| | Administrative experience in an educational setting | AF/I |
| | Experience of line management responsibility | AF/I |
| | Experience of using data input systems | AF/I |
| | Experience of using purchasing systems | AF/I |
| | Experience of child protection procedures and commitment to safeguarding pupils | AF/I |
| Skills & Ability e.g. written communication skills, dealing with the public etc. | *Delete if not applicable | AF/I |
| | *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | AF/I |
| | The ability to manage the school budget both on a strategic and day to day level | AF/I |
| | The ability to lead, organise and motivate a team | AF/I |
| | The experience and ability to deal positively with staff, children and parents | AF/I |
| | Effective time management skills | AF/I |
| | Effective use of ICT | AF/I |
| | The ability to think strategically | AF/I |
| | The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others | AF/I |
| | The ability to support colleagues | AF/I |
| | To be loyal and committed to the school | AF/I |
| | An ability to establish and develop positive | AF/I |

| | | |
|-----------------|-------------------------------------|--|
| | relationships throughout the school | |
| Training | | |
| Other | | |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
