School Business Manager
Job Description

SCALE: PO1- P04

PERSON REPORTS TO

The SBM will be responsible to the Head as their line manager

PURPOSE OF THE JOB

To be responsible for Finance, Personnel Management, Site Management, Administration, and all matters within the management of the school which are supportive to, but do not involve, the teaching function.

P04 To be a full member of the Leadership & Management Team (LMT).

PERSON SUPERVISES

PO1 Office/admin staff

PO2 Office staff and Site Supervisor

PO3 /PO4 More than 2 groups of staff or more [specify] eg. including admin, clerical and finance staff; premises and maintenance staff; cleaners; teaching assistants; lunchtime supervisors.

EQUAL OPPORTUNITIES

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

ROLES & RESPONSIBILITIES

PO1

1. To be responsible for own continuous professional development.
2. To be responsible for administrative support for governors and headteachers.
3. To monitor and evaluate school admin, finance, and health & safety procedures and identify risk areas.
4. Allocate and monitor the quality of work and progress of work in their teams
5. To liaise effectively with colleagues, governors, local authority and contractors
6. Responsible for the recruitment and selection of staff within their area of responsibility.
7. Responsible for ensuring the recruitment and selection of all staff within the school is in line with legislation, regulation, professional and occupational standards, frameworks and codes of practice requirements, and for the administration of those processes.
8. Responsible for performance appraisal of staff within their team.
9. To identify and manages unacceptable or poor performance issues of teams or individuals.
10. To monitor school budgets and maintain accurate financial information.
11. To contribute to the effective management of school physical resources.
12. To be a member of a school project team as required and assist in monitoring its effectiveness.
13. To maintain and monitor information to assess school performance.

14. To be responsible for all cash transactions within the school.

PO2

As above plus

1. Provide guidance to enable governors and leadership teams to be compliant with regulatory requirements
2. To monitor and evaluate school admin, finance, and health & safety procedures, identify risk areas, suggest remedies and implement changes after agreement from the head teacher.
3. To contribute to the measurement, analysis and review of school performance, including benchmarking information against other similar schools.
4. To present to governors, accurate accounts of school performance.
5. To undertake effective procurement processes to ensure value for money.
6. To be responsible for ensuring that health and safety requirements are met in line with legislation, regulation and codes of practice requirements.
7. To identify, obtain, monitor and effectively and efficiently use school physical resources.
8. To manage a school project and monitor its effectiveness.
9. To mange and develop effective partnerships an relationships with all school community users.

PO3

As above plus

1. Develop processes within the school whereby governors can effectively meet their responsibilities.
2. To identify potential risks in relation to achieving strategic objectives and make effective contingency plans.
3. To plan, lead and implement change across own areas of responsibility.
4. Lead and monitor the quality and progress of work across whole-school teams.
5. To manage and monitor contracts, tenders and agreements for the provision of support services.
6. To manage school budgets and maintain accurate financial information to assist effective monitoring and achieve school goals.
7. To maximise income through lettings and extended services provision.
8. To plan long-term financial budgets considering value for money, school improvement plan priorities and trends affecting future school budgets.
9. To manage existing school technology systems.
10. To lead on all health and safety issues within the school.
11. To identify, plan and monitor the use of required school physical resources
12. To manage effective school business processes to deliver school requirements.
13. To ensure production of effective school marketing literature and monitor and evaluate its impact.
14. To pro-actively engage with and develop partnership initiatives with other schools, services, education institutions and local businesses to further school community services.
15. To manage, monitor and review consistent data and benchmarks to ensure school performance targets are met.

PO4

As above plus

1. To role model exemplary time management and work-life principles.
2. To monitor compliance with legal, regulatory, ethical and social requirements across extended services.
3. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
4. Lead and monitor the progress of work across extended schools and multi-agency teams.
5. Strategically leads and monitors the financial requirements across extended schools and multi-agency teams.
6. To proactively seek and manage additional finance streams, including fundraising, bids and asset management processes.
7. To lead on all heath and safety issues within the school, ensuring that health and safety is prioritised across extended school services, informing the school's strategy, planning and decision making.
8. To strategically lead extended school business processes.
9. To develop and review a framework for marketing school services to a range of audiences.
10. To lead on using data and benchmarking to monitor school performance across extended schools.