



SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Job Title: School Business Manager	Salary Range: £46,673 - £50,169
Reports To: Headteacher	Leads & Manages: School Office, Finance Administration, Site Manager and Caretakers, Technicians, Catering

Job Purpose

1. To actively model and promote the values and ethos of the school.
2. To be responsible for strategic planning in relation to the business and support services of the school, including all financial implications, and ensuring that the school uses its resources effectively and efficiently at all times.
3. To be responsible for personnel management, estate management, administration aspects of financial management, training and development of support staff and all matters within the management of the school which are supportive to, but do not directly involve, the teaching function.
4. As a member of the Leadership Team to be responsible for: creating and delivering a shared corporate strategic vision; raising standards of learning and teaching; building capacity across the workforce; improving organisational structures and functions so the school remains fit for purpose; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and well being of students.
5. To generate and co-ordinate new income streams which are supportive of the ethos of the school.

KEY RESPONSIBILITIES

Finance and Business

1. To work with the Finance Office to implement the financial decisions of the Headteacher and Governing body.
2. To advise the Headteacher on investment and financial policy, preparing appraisals for future projects and for the development of a long term financial strategy for the future development of the school.
3. To be responsible for securing sponsorship funding using commercial flair and developing a wide range of contacts in both public and private sectors.

4. To give advice to Governors on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal.
5. To provide leadership and guidance for support staff, including direct line management responsibility for team leaders in finance, premises and administration.
6. To be responsible for the recruitment, induction, training and professional development of all support staff.
7. To advise Governors on the policies needed to comply with all employment legislation.
8. To be responsible for the implementation of a Performance Management Procedure for support staff.

Premises

1. To work with the Premises staff to implement the premises and site decisions of the Headteacher and Governing Body
2. To lead the planning and implementation on site of new capital and refurbishment projects.
3. To work with the Premises Manager to ensure all school contracts (currently cleaning, grounds and catering) are maintained to the highest quality and provide the school with value for money.
4. To maximise the use of the accommodation both by school and outside agencies in order to generate income.

Organisation

1. Be responsible for the planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
2. Be responsible for ensuring compliance with the remodelling agenda, planning and managing support services to meet legislation.
3. Provide organisational and advisory support to Governors, attending and leading meetings as appropriate.
4. Participate as required in Senior Leadership Team on call rota system, school assemblies and duty teams.
5. Lead a team of support staff team leaders to ensure effective communication and development of systems and procedures across support services.
6. Represent the support staff at relevant meetings.

Whole School Administration

1. To manage the administrative function including the administrative ICT facilities.
2. To provide for the preparation and production of all school records and publications.
3. To act as a bridge to facilitate closer working relationships between teaching and support staff.
4. To be responsible and accountable for key objectives in the one-year School Development Plan and the three-year Strategic Development Plan.

5. Be responsible for the provision of specialist advice and guidance to leadership team/Governing Body etc. on national and local guidelines/policy/statute etc.
6. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary.

Marketing

1. To promote the school to different audiences, including the press, and raise its profile within the local community
2. To liaise with local businesses for fundraising, arranging vocational experience and joint projects.

Staff Responsibility

1. All support staff within Finance, Premises, Administration, ICT support and Reception.
2. Direct Line Management of support staff middle managers.

General

To undertake any other duties appropriate to the grade of the post as requested by the Headteacher.

SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

Factors	Essential	Desirable	How ascertained?
Qualifications	Recognised management/business degree or equivalent related professional qualification	School Business Manager specific qualification, i.e. DSBM, CSBM, ADSBM or Msc School Business Management	Certificates at interview
Training	Evidence of and commitment to Continuing Professional Development	Member of National Association of School Business Management/membership of professional institute	CV/Application form. Interview
Experience	<ul style="list-style-type: none"> • Working successfully within a senior team. • Managing strategic financial plans • Managing budgets, financial reporting, procurement and fixed assets • Managing change projects • Managing HR • Conversant with Health & Safety legislation • Working in a busy business environment • Liaison with outside agencies and individuals • Reporting to a range of different people and groups • Management of performance management/ appraisal systems 	<p>Managing a multi-disciplinary team</p> <p>Management information systems</p> <p>Managing within an educational environment.</p>	CV/Application form. Interview
Knowledge and Skills	<ul style="list-style-type: none"> • Able to deliver services and systems applicable for effective school management. • Able to deliver value for money initiatives • Able to understand national and regional educational services and deliver appropriate strategies. • Able to lead teams and individuals. • Able to strategically influence decision making within the school. 	<p>Understanding of educational enterprise issues.</p> <p>Understanding of promoting positive relationships with the wider school community.</p>	CV/Application form. Interview

	<ul style="list-style-type: none"> • Excellent ICT skills: Able to use a range of ICT packages. 		
Interpersonal Qualities	<ul style="list-style-type: none"> • Highly developed interpersonal and negotiating skills • Excellent communication skills, both verbal and written • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to work under pressure and meet deadlines. • Ability to think laterally and find creative solutions to problems • Ability to use initiative • Self-motivated, flexible, resilient and able to work under pressure to meet tight deadlines 		CV/Application form. Interview