



Rosh Pinah
Primary School

JOB DESCRIPTION: School Business Manager

Line Manager: Headteacher
New NJC Scale Point 40 £46,638 FTE
Full time, term-time only (plus 2 weeks)

Main Purpose of Job

To provide leadership and management of the School's strategic and business resources to support the School in its primary function of teaching and learning. To operate as part of the Senior Leadership Team to assist the Headteacher in achieving objectives identified in the School Development Plan.

Main Areas of Responsibility

- Provide strategic leadership and development of the resource and business functions of the school and its premises
- Provide outstanding operational management for all aspects of business services, including facilities and estates management, school administration, catering, and health and safety
- Provide strategic financial information for the Headteacher and Governors linked to clear objectives within the School Development Plan
- Develop and support strategies to progress the school, which include maintaining links with the community, families and local environment.

Key Responsibilities and Accountabilities

Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the governing body.

Leadership and Strategy:

- Attend Senior Leadership Team (SLT) meetings and appropriate Governing Body meetings

- Influence strategic decision making within the SLT
- Plan and manage change in accordance with the School Improvement Plan
- Provide outstanding strategic and operational leadership of all areas of responsibility
- Performance manage all staff with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback
- Maintain an up-to-date understanding of relevant educational issues, policies and legislation; and incorporate the implications within the operation of your role
- Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.

Facilities and Site Management:

- Ensure the supervision of relevant planning and construction processes are 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
- Develop, establish and manage effective procedures for site management and maintenance
- In accordance with the school's framework monitor, assess and review contractual obligations for outsourced school services
- Ensure a systematic procedure for asset management, which ensure an accurate and current asset register
- Ensure a safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively



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- Manage any letting of the school premises to external organisations
- Ensure the school's arrangements for insurance is effectively managed within the school
- Act as the school's Lead Person for Health and Safety and as Fire Officer
- Manage Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and school requirements
- Ensure the school's written Health and Safety Policy Statement is clearly communicated and available to all people
- Ensure systems are in place to enable the identification and effective minimisation of hazards, including personally undertaking regular risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health and Safety Executive
- Taking the lead on compiling and implementing a Premises Development Plan, an Asset Management Plan and acting as Energy Manager, to include energy conservation
- Through regular contact with the Premises staff, ensuring the proper maintenance, checks and repair of the school is carried out and progress monitored
- Ensuring the appropriate placing and monitoring of all premises related service contracts
- Advising on all Health and Safety matters, including measures in the event of emergencies
- Appraising projects for the development of the school
- To manage the process of school lettings with the objective of maximising income generation

School Administration:

- Lead and develop the whole school administrative function
- Lead the effective marketing of the school and general communication in print and through the website
- Introduce client-led approaches to resource services, including the development of internal and external service-level agreements in consultation with the Headteacher and governing body
- Define responsibilities, information and support for students, staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Prepare information for publications and returns to the DfE, the Trust and other agencies and stakeholders within statutory guidelines
- Managing the efficient and effective running of the general office as one of the school's main points of contact, as well as the centre of daily administration
- Manage marketing, publicity and communications to enhance the school's reputation.



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Financial:

Working with the Headteacher, the Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The Business Manager will be responsible specifically for:

- Ensuring that the school has effective financial management and that all appropriate financial systems are in place (including voluntary contributions) to ensure accurate financial records are maintained in accordance with agreed policies and timetables
- Preparing an annual budget for income and expenditure linking the finances to SDP priorities, for approval by the Governors
- Ensuring that Headteacher and Governors are presented with accurate financial monitoring reports on a regular basis
- Ensuring that the financial transactions in the school are processed in an appropriate manner and that the financial regulations of both the LA and the school are observed
- Management of cash-flow and operating of all bank accounts, ensuring regular reconciliation takes place
- Preparation of statutory year-end accounts in accordance with guidance and timetables
- Managing the finance systems and giving guidance to other users
- Preparing appraisals for particular projects and the development of long-term initiatives for the school
- To cooperate, initiate and manage audit procedures as necessary
- Attending Governing Body/Finance Committee meetings, maintaining minutes and setting agendas

- Writing bids for funding as required by LA, DfE and other funding agencies. Managing procurement and the tendering for all service contracts with a view to cost effectiveness and ensuring best value
- Ensure good risk management and loss prevention strategies are in place in the school to reduce insurance costs
- Submitting capital bids to the LA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors
- Promoting the school's activities and premises with the objective of maximising letting income, within agreed policies
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- Monitoring the standard and cost effectiveness of all major contracts within the agreed performance indicators
- Investigating and implementing activities to attract additional sources of funding.

Human Resources:

- To advise the Headteacher on employment law and prepare contracts as required
- To oversee and manage HR and payroll, liaising with external providers and preparing statutory returns as required
- To assist, as required, with the recruitment and selection process of new staff.

Line Management Responsibilities:

The Business Manager will be responsible for managing designated support staff.

- To manage the staffing operation of all designated staff
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery
- To manage support staff attendance and leave to ensure a continuous service



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- To oversee support staff career development including an Annual Review scheme and reviewing training requirements
- To monitor the effectiveness of the support staff to meet the needs of the school.

Must be able to attend evening meetings as and when required

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.