

**Job Description**

**Grade 5 – Business Manager**

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| Reports to: | Headteacher |
| Payscale: | Pay scale for support staff – Grade 5- 18-21 (£34,834- £38,223) |
| Hours of Work: | 37 hours per week, term time plus 4 weeks |

**Key purpose of the role:**

As the schools leading support staff professional and part of the senior team, the role aims to assist the Headteacher in their duty to ensure that the school meets its educational aims. To promote the highest standards of business ethos and to strategically ensure the most effective use of educational resources. Responsibility for overseeing the office function and administration including, but not limited to, the school budget, health and safety; premise management.

**Leadership and Strategy**

* Attend and contribute to governing body meetings and any leadership team meetings, if undertaken.
* Plan and manage change in accordance with the school development/ strategic plan.

**Financial Resource Management**

* Evaluate information to prepare a realistic and balanced budget for the school.
* Submit the proposed budget to the Headteacher and full governing body for approval and to assist the overall financial planning process
* Discuss, negotiate and agree the final budget.
* Use the agreed budget to actively monitor and control performance to achieve value for money.
* Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
* Provide ongoing budgetary information
* 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 required to fund the school’s proposed activities.
* Maximise income through lettings and other activities including, but not limited to, secondments and deployments.
* Present timely and fully costed proposals, recommendations or bids.
* Put formal finance agreements in place with suitable providers for agreed amounts, times and costs. Monitor the effectiveness and implementation of agreements.

**Administration Management:**

* Manage the whole school administrative function to ensure all activities are carried out in accordance with school policy and procedures; and
* Design and maintain administrative systems that deliver outcomes based on the school’s aims and goals.
* Develop process measures that are affordable and will enable value for money decisions when purchasing supplies/ materials/ services and ensuring levels are maintained.
* Dealing with a wide range of enquiries from parents and external agencies.
* Ensuring all appropriate licences/ insurances are obtained for the school.
* Overseeing SIMs and school money to ensure errors are rectified as soon as possible.
* Generating and producing correspondence.
* Keeping operating procedures under review to identify areas of potential development and/ or improvement and make recommendations.
* To provide support to the Headteacher including maintaining confidential records, diary keeping and assisting visitors as required.

**Human Resources:**

* Ensure that recruitment and selection procedures are followed and provide relevant information to HR and payroll in order for appointment documentation to be issued.
* Support Headteacher with any HR related issues including sickness absence, including attending meetings, producing letters and following up on any queries.
* Maintaining staff personnel files.
* Manage the payroll services for all school staff
* Regularly review and update all policies and procedures comply with legal and regulatory requirements; and ensure staff are aware of the relevant documents.
* Monitor the relevant legal, regulatory, ethical and social requirement and the effect they have on the school and staff.
* Seek and make use of specialist expertise in relation to HR issues.
* Evaluate the school’s strategic objectives and obtain information for workforce planning.

**Facilities and 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 ground maintenance.
* Monitor, assess and review contractual obligations for outsourced school services.
* Ensure a safe environment for stakeholders of the school to provide a secure environment in which due learning processed can be provided.
* Ensure ancillary services 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.

**Health and Safety**

* Act as the school’s Health and safety Co-ordinator and Fire Officer.
* Plan, instigate and maintain records of fire practices and alarm tests.
* Ensure the school’s health and safety policy is communicated, available and implemented at all times; the policies are reviewed and assessed regularly to meet the statutory obligations.
* Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues including pupils with SEN needs.

**General Duties:**

* To understand and apply School policies in relation to health, safety and welfare
* Attend relevant training and take responsibility for own development
* Attend relevant School meetings as required
* To respect confidentiality at all times
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety including reporting any faults or hazards and Safeguarding in the workplace and respect confidentiality at all times. Adopting the attitude that health and safety is everyone’s responsibility. Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* Ensuring any safeguarding concerns are recorded on the online portal and any serious concerns raised, sharing the commitment of the whole school in supporting the safety and welfare of the children.
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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

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|  | **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Experience** | Specific qualifications and experience | RSA Level 2 or equivalent.  NVQ level 4, HNC/D or degree or equivalent  Experience of managing a team of staff, ideally across different work areas.  Demonstrable experience in successfully carrying out a range of administrative/ financial procedure.  Good understanding of financial regulations.  Keyboard and mouse skills are required to undertake a range of tasks | Basic knowledge of first aid  Experience of working in a busy school office  Knowledge of school’s financial procedures  Knowledge of school’s management system, SIMs  Considerable demand for keyboard kills in inputting accurate information into school management system  Good understanding of current legislation and its impact on the school |
| Literacy and numeracy | Ability to write reports.  Ability to analyse, monitor and evaluate and make recommendations on financial information.  Ability to prepare a range of financial information/documents/ invoices, including those for external agencies.  Ability to analyse, monitor and evaluate and make recommendations on financial information. |  |
| Organisational | Knowledge of a range of school’s procedures, e.g. financial management and health and safety. | Good understanding of the school structure  Broad knowledge of the organisation of the LEA  Understanding of Governors’ role, responsibilities, committees and decision making powers.  Knowledge of First Aid procedure and relevant paperwork. |
| **Communication** | Written | Ability to produce school policies to clearly and coherently provide messages and documentation, as required using Microsoft office.  Produce reports for Headteacher/Governors. |  |
| Verbal  Including presentation and training skills | Make and receive telephone call and to be the first point of contact for parent and external agency enquiries.  Ability to communicate information clearly and coherently; ability to listen effectively  Present information at meetings for budgetary decision.  Carry out induction training, in-house training for administrative/finance staff | Overcome communication barriers with adults and children. |
| Advising and guiding skills | Advise and guide administrative/finance staff on range of issues.  Advise and guide line manager/senior staff on significant discrepancies etc.  Advise teaching staff on procedures, e.g. budget monitoring claims and first aid.  Needs excellent communication skills with staff at all levels, providing detailed information and resolving typically complex problems.  Expected to handle highly confidential information with tact, diplomacy and sensitivity. |  |
| Negotiating and research | Meet with parents, children and external agencies, not limited to absence meetings.  First point of contact for any questions and concerns.  Ability to analyse, monitor and evaluate, advise on and make recommendations on financial information and school’s policies.  Undertake negotiations and attempt to influence other agencies or departments re: services/supplies  Conciliate between staff members/parents/teaching staff and team members |  |
| **Working with children** | Behaviour Management |  | Understand the school’s behaviour management & anti-bullying policy |
| SEND |  | Ability to understand and support children with developmental difficulty or disability |
| Curriculum |  | Good understanding of the school/national curriculum including expectations of English & Maths |
| Child Development |  | Good understanding of the general aspect of child development & Early Years  Ability to assess progress and performance |
| Health & Well being |  | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Understand the role of others working in and with the school  Understand and value the role of parents and carers in supporting children |  |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |  |
| Team work | Ability to work effectively and positively with a range of adults |  |
| Information Sharing | Respect confidentiality. Know when, how and with whom to share information  Ability to follow instructions accurately |  |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure |  |
| Time Management | Ability to manage own time effectively |  |
| Problem Solving | Demonstrate a positive, solution focused approach to resolve routine problems independently |  |
| Level of autonomy | Manages own workload and work of team to ensure financial deadlines are met through the completion and return of necessary documents.  Within SCC policies and procedures the post holder makes a range of decisions on operational issues, allocation of work to team, ordering supplies etc.  The post holder provides information to enable Governors and Headteacher to make budgetary decisions, address spending issues and undertake financial forecasting.  Includes largely non-routine tasks requiring personal initiative |  |
| **General** | Equalities | Awareness of and commitment to equality |  |
| Health & Safety | Basic understanding of Health & Safety to include how to report faults and issues |  |
| Child Protection | Understand and implement child protection procedures |  |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality and implement them |  |
| CPD | Be prepared to develop and learn in the role |  |
| Performance Management | Participate in annual performance appraisal constructively and positively |  |
| Organisational structure |  | Broad understanding of governors and their roles and their impact on the school. |