



## **JOB DESCRIPTION**

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<b>POSITION:</b>	School Business Manager
<b>GRADE:</b>	Scale 14
<b>HOURS:</b>	Full time 35 hours per week/part time no less than 3 days per week (negotiable) - All Year
<b>REPORTING TO:</b>	Headteacher

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## **PURPOSE OF THE POST**

- Lead, develop and manage support services and non-curriculum activities to support the best possible outcomes for pupils 0-11 years.
- To be an integral part of the Leadership Team of the School.
- Formulate with the leadership team and governing body, in consultation with parents, staff and governors, the vision and overall aims and objectives of the school, developing policies and procedures to support this.
- To have overall responsibility for management of all financial matters, including strategic planning, reporting, budgeting, systems, and controls.
- Provide strategic leadership on other core business services included ICT, human resources, premises management, catering, lettings, extended day, security and health & safety, administration, and operations to facilitate creating an outstanding educational environment for pupils.
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Leadership and Strategy**

- Lead on financial management in the School and influence all business and financial decisions.
- Strategically advise the school leadership team on all aspects of management in relation to, attendance, administration, finance, human resources, extended day, premises management, security, and health & safety.
- Lead by example, displaying the highest professional standards and enforcing best practice.
- The School Business Manager, along with the Headteacher will account for the efficiency and effectiveness of the school to the governors and others including children, parents, staff, and the local community.

### **Management**

- Provide management and business planning that delivers the best practice and best value through the establishment of effective systems of target setting, performance management and stakeholder feedback, that encourages an innovative and creative approach to service delivery and meets the needs of the curriculum.



- Be responsible for compiling and presenting the School Business Plan along with presenting management information, (ensuring reports relating to school data, finance, personnel, premises and health and safety are accurate) to the Governing Body, its sub-committees, and the School Leadership Team.
- Coordinate the deployment and work of the management staff ensuring that it is reflective of the agreed school aims, objectives and policies are implemented, monitored, and evaluated.
- Lead and develop effective and consistent methods of communication across all channels and stakeholder groups.
- Develop robust succession planning and ensures appropriate investments in training and staff development throughout all business functions in the School.
- Lead and develop the finance, front desk, administration, premises, and extended day teams to ensure they meet the needs and support the aims of the school. Manage and deploy staff in the most effective and efficient way, setting objectives and lead on Performance Management of Finance & Office Manager and Site Manager.

## **Finance**

- Set the expectation in terms of high quality and ensures that the School has a properly resourced and effective finance function.
- Lead, develop and implement the school's financial strategy and to carry out financial modelling enabling well-informed strategic decisions.
- Promote a culture of innovation and challenge in transforming financial performance founded on the principle of Value for Money.
- Ensure that key strategic decisions are taken with the full understanding of the financial implications and that effective stewardship of public funds is maintained.
- Develop and implement strategy to resource the school objectives and manage all resources for the benefit of pupils, classrooms, and the curriculum.
- Develop and maintain robust financial systems to ensure financial transactions of the school are carried out in an appropriate manner and that financial regulations of the London Borough of Ealing (LBE) are observed, updating local finance related policies and procedures as required.
- Set the direction for effective and efficient financial administration to underpin sustainable long-term financial health and demonstrate robust assurance.
- Maintain oversight of bank accounts, VAT accounting and returns, cash handling, public and private funds.
- Assume ultimate responsibility for financial reporting and ensures that all reporting adheres to the requirements of the law and financial reporting standards including accurately prepared end of year accounts for LBE, DfE and presentation to the Governing Body.
- Lead the development of the detailed framework or tendering procedure to comply with statutory and legislative requirements, delivering Value for Money and obtaining expert advice as needed.
- Critically review contracts, administration processes and SLAs to assist with contract negotiations.
- Ensuring contract delivery happens on time, to budget and that these remain supportive of the school overall strategy.



- Procure goods and services on a value for money basis to support education delivery within the context of regulatory frameworks and legislation.
- Identify new purchasing routes, strategies, and suppliers to ensure the most effective procurement strategy is adopted.
- Carry out financial modelling to prepare and manage the school budget in line with the improvement priorities. Collate the budget for review and approval of the Governing Body.
- Responsible for budget monitoring and preparation of budget reports, including the provision of accurate estimates, forecasts, and projections in conjunction with the Headteacher, Finance & Office Manager and Resources Committee.
- Overview of fee collection, cash handling, banking, and outstanding fees are managed according to policy to avoid bad debt and the cashless payment system in conjunction with the Finance & Office Manager.
- Overview of detailed asset register covering all the school assets including detailed title information, historic and current values, and condition data in conjunction the Asset Register lead, (Site Manger).
- Ensures long-term sustainability and suitability, considering changing environmental needs as advised in the Green Procurement Policy.
- Overview of salaries payments, ensuring payroll is checked each month, returns are completed to deadline and that accurate information is returned in conjunction with the Finance & Office Manager.
- Be the internal quality assurance lead and initiate and manage audit procedures as necessary.
- Lead on maximising income generation, preparing funding bids, securing sponsorship, and developing premises lettings.
- To ensure the insurance cover is up to date and effective.

### **Administration and Reception**

- Overview management of the whole school administration function including support staff.
- Overview of robust visitor management for the high volume of premises visitors, maintaining a secure environment which safeguards children in conjunction with the Finance & Office Manager.
- Oversee the deployment of admin support staff, ensuring an efficient and effective service to the Headteacher and Leadership Team.
- Oversee development of administrative procedures for the school, ensuring maintenance of agreed operating procedures, to ensure that all legal requirements are met in conjunction with the Finance & Office Manager.
- Ensure all statistical and statutory returns are completed to deadline in conjunction with the Finance & Office Manager.
- Maintain a policy schedule, develop policies and procedures across the school, monitoring evaluating and reviewing policies to establish impact and effectiveness, updating as required in conjunction with the Clerk to Governors.



## **ICT**

- Strategically lead the use of existing technology, using innovation to enhance teaching, personalised learning, and support business management processes in conjunction with ICT leads.
- Ensure the school has a fit for purpose IT infrastructure and systems including system security and protection in conjunction with ICT lead.
- Manage the ICT service contract to ensure staff and pupils are efficiently supported on a timely manner, without interruption to teaching and learning.
- Ensure maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment / assets in conjunction with the Site Manager.
- Keep abreast of data protection legislation and e-safety guidance, develop policies and procedures to ensure the school is compliant with the Data Protection Act.
- Be responsible for development and update of the school website and other communication software, ensuring statutory duties are adhered to.
- Ensure the school has appropriate IT licenses.
- Lead on data protection, Freedom of Information and Document retention ensuring legislative compliance. (GDPR)

## **Extended Day**

- Oversee the coordinated extended day provision, ensuring children's personal development and learning needs are met, in conjunction with the Finance & Office Manager.
- Oversee the extended day offering, including before and after school clubs in conjunction with the Finance & Office Manager.
- Be responsible for the development and maintaining of partnerships with organisations to provide additional enrichment opportunities to pupils during extended day and at weekends, maximising the use of the premises and opportunities available to pupils.

## **Human Resources**

- Advise the Headteacher on issues regarding workforce planning, ensuring regular staffing reviews are carried out to meet the relevant demands of the school.
- Lead on the strategic need for change and builds a credible business case including financial analysis, options, and recommendations to maximise efficiency.
- Lead and support with the analysis of current and proposed staffing model in alignment of the school's improvement plan.
- Line manage the Finance & Office Manager, ensuring all HR strategies, policies and procedures are consistently deployed in line with the school's vision and values.
- Be responsible for ensuring effective grievance, absence management, staff wellbeing, underperformance, and disciplinary practice are met and are in line with LBE policies.
- In conjunction with Headteacher, develop a workforce planning strategy ensuring staff are deployed effectively across the school
- Manage the recruitment process, ensuring all associated administration is adhered to and safer recruitment best practice is followed in conjunction with the Finance & Office Manager, where applicable.



- Undertake Safer Recruitment Training and participate on interview panels as necessary.
- Oversee and advise Headteacher of changes to staff contracts, ensuring notification to payroll provider in conjunction with the Finance & Office Manager
- Liaise with relevant agencies/bodies on pay, conditions of service and other pay related matters, as necessary.
- Be responsible for staff absence management, monitoring sickness and other absences, including special leave, maternity, etc. identifying any issues and advising the Headteacher accordingly.
- Advise staff and the Headteacher on employment legislation, as necessary.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies comply with legal and regulatory requirements.
- Oversee and ensure all staff, volunteers, agency staff and contractors are vetted in line with the school safer recruitment policy and procedures and LBE guidance.
- Oversee the Single Central Record, ensuring staff records are up to date and maintained in line with the DfE and LBE requirements.
- Develop, maintain, and update the staff CPD/training matrix. In conjunction with the Finance & Office Manager ensure SIMs is updated reflecting any training undertaken.

### **Premises**

- Strategically assess the use of facilities, identify areas of potential collaboration, efficiencies, and income generation, to optimise learning outcomes across the school.
- Line manage the site manager and undertake performance management
- Oversee the premises function of the school, including maintenance, development, and furnishings in conjunction with the Site Manager.
- Lead an assessment of future improvement and maintenance needs, develop a medium/long-term plan to deliver Value for Money and make recommendations on the spending on repairs and capital works in conjunction with the Site Manager.
- Oversee the Site Manager to ensure the premises, buildings, grounds, and facilities are developed and maintained to a high standard.
- Oversee and manage contracted facilities management, including, building and maintenance and cleaning for the school in conjunction with the Site Manager
- Plan, support and manage the development of new facilities and project manage building projects.
- Liaise with building contractors, architects, planning departments and other related agencies.
- Oversee premises security including, CCTV systems, access control, visitor management, working in partnership with the Headteacher, senior leaders and premises staff in conjunction with the Site Manager
- Develop and manage plant replacement schedule for the premises.
- Champion a sustainable range of income generating using facilities to maximise the financial resilience of the school, including lettings etc.

### **Catering**

- To ensure the catering provision is of high quality and offers value for money including the quality of meals, hospitality and overall service delivered by the contractor.



- Monitor and continually improve the quality of catering services and lunchtime provision.
- Manage the relationship with contractors to provide the best possible service to pupils.

### **Health and Safety**

- Lead on Health and Safety across the school core, extended day services, lettings etc. and informs strategy, planning and decision making.
- Act as the Health and Safety Officer and ensure that all Health & Safety legislation, policies, and procedures are adhered to.
- Prepare and maintain a Health and Safety Policy and supervise its implementation, ensuring that it is clearly communicated to stakeholders and that the school fully compliant with the Health & Safety at Work Act.
- Be responsible for managing any Health and Safety issues as they arise and raise awareness of Health and Safety among all members of the school community.
- Ensure systems are in place for effective monitoring, measuring, and reporting of Health and Safety issues to the leadership team, Governing Body and where appropriate the Health & Safety Executive.
- Ensure risk assessments are carried out as necessary, develop and maintain a disaster recovery plan and arrange fire drills, emergency evacuation procedures, etc. accordingly.
- Lead on development, maintenance of inspections and quality assurance regimes to ensure that Health and Safety legislation is compliant.
- Ensure Health and Safety audits are implemented, action plans agreed and executed, ensuring compliance to Health and Safety legislation & LBE guidance.
- Oversee the scheduling and monitoring of fire evacuation and emergency planning drills, implementing improvements, and updating plans as necessary in conjunction with the Site Manager[CAG1].
- Prepare and update the school's Emergency Evacuation Plan, Disaster Recovery Plan, etc. and develop and strengthen risk management strategies across the school.

### **Personal Responsibilities**

- Observe and adhere to the school's professional code of conduct as per the school's staff handbook.
- Be responsible for personal CPD, undertake training, professional development, and other learning activities as appropriate.
- Ensure compliance with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality, Data Protection, etc., reporting any concerns to the relevant Leads.
- Complete an Enhanced Disclosure and Barring (DBS) check and other employment checks.
- Be aware of and adhere to the School's Equal Opportunities policy.
- To promote the safeguarding of children.
- To use information technology systems as required, to carry out the duties of the post in the most efficient and effective manner.



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- To participate in performance management and undertake training and professional development as appropriate.
- To undertake other duties commensurate with the job and the grade that may reasonably be required by the Head teacher.

### **Performance Standards**

- Acts with selflessness, integrity, objectivity, accountability, openness, honesty, and leadership and always within the limits of professional competence to safeguard the assets, financial probity, and reputation of the school.
- Follow the ISBL (Institute of School Business Leadership) Code of Ethics.
- Work to the Professional Standards Framework for School Business Managers.
- To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high quality service provision.

*NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which school face. Job descriptions will be reviewed regularly by the Headteacher and may be changed after appropriate consultation.*