SCHOOL BUSINESS MANAGER
JOB DESCRIPTION

WHICKHAM
SCHOOL & SPORTS COLLEGE

Post	Business Manager
Scale	Equivalent to L11 – L15 (Leadership Spine)
Hours	37 hrs per week – all year round
Reports To:	Deputy Headteacher/Governor's Finance, General Purposes & Staffing Committee

JOB PURPOSE

The Business Manager is the school's leading support staff professional and works as part of the Leadership Team to assist the Deputy Headteacher in his/her duty to ensure that the school meets its educational aims.

Responsible for:

1. providing professional leadership and management of support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school
2. promoting the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives
3. the management of and accountability for Finance/Administration/ICT/Human Resources/Premises

GENERAL DUTIES

LEADERSHIP & STRATEGY

1. attend Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
2. negotiate and influence strategic decision making within the school's Leadership Team
3. in the absence of the Headteacher, take delegated responsibility for Financial and other decisions
4. plan and manage change in accordance with the school development/strategic plan
5. to lead and manage all school support staff

FINANCE

1. evaluate information and consult with the Headteacher and governors to prepare a realistic and balanced budget for school activity
2. submit the proposed budget to Headteacher and Governors for approval and assist the overall financial planning process
3. discuss, negotiate and agree the final budget
4. use the agreed budget to actively monitor and control performance to achieve value for money
5. identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
6. propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. provide ongoing budgetary information to relevant people
8. advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
9. maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future years budgets
10. identify additional finance required to fund the school's proposed activities
11. seek and make use of specialist financial expertise
12. maximise income through lettings and other activities
13. select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible suitable providers in order to maximise return
14. present timely and fully costed proposals, recommendations or bids
15. put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
16. monitor the effectiveness and implementation of agreements

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ADMINISTRATION

1. manage the whole school administrative function and lead all support staff
2. design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. manage systems and link processes that interact across the school to form complete systems
4. define responsibilities, information and support for staff and other stakeholders
5. develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. establish and use effective methods to review and improve administrative systems
7. use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. benchmark systems and information to assess trends and make appropriate recommendations
9. prepare information for publications and returns for the DFE and other agencies and stakeholders within statutory guidelines

MANAGEMENT INFORMATION SYSTEMS & ICT

1. consider approaches for existing use and future plans to introduce or discard technology in school
2. consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
4. communicate the strategy and relevant policies, including Data protection for use of technology across the school
5. establish systems to monitor and report on the performance of technology within the school
6. ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
7. ensure contingency plans are in place in the case of technology failure
8. ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

HUMAN RESOURCES

1. manage the payroll services for all school staff including the management of pension schemes and associated services
2. ensure the school's equality policy is clearly communicated to all staff in school
3. ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. manage recruitment, performance management, appraisal and development for all support staff
5. monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
6. ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
7. monitor the way policies and procedures are actioned and provide support where necessary
8. seek and make use of specialist expertise in relation to HR issues
9. evaluate the school's strategic objectives and obtain information for workforce planning
10. identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

PREMISES & FACILITIES

1. ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. ensure the safe maintenance and security operation of all school premises
3. manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. ensure the continuing availability of utilities, site services and equipment
5. follow sound practices in estate management and grounds maintenance

6. monitor, assess and review contractual obligations for outsourced school services
7. ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
8. ensure ancillary services e.g. catering, cleaning etc., are monitored and managed effectively
9. manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
10. seek professional advice on insurance and advise the Headteacher and Governors on appropriate insurances for the school and implement and mange such schemes accordingly

HEALTH & SAFETY

1. Oversee the school's Health & Safety Co-ordinator and Fire Officer
2. plan, instigate and maintain records of practices and alarm tests
3. ensure the school's written health & safety policy statement is clearly communicated and available to all people
4. ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. enable regular consultation with people on health and safety issues
6. ensure systems are in place to enable the identification of hazards and risk assessments
7. ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

PUBLICITY & MARKETING

1. act as the school's representative for any Publicity or marketing issues
2. act as the main point of contact for Media and Marketing contractors and ensure contractors receive timely publicity
3. maintain the Media and Publicity file for the school
4. liaise with the VLE technician to ensure that the VLE is updated with newsworthy events
5. generate new media contracts and new ways of promoting the school
6. monitoring and producing publicity material/press releases and answering queries
7. co-ordinate school events and ensure that meetings, assemblies, parents events, major situations happen, with resources and support on time in a high quality manner

NOTES

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

2. The job description will be reviewed at the time of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Signed……

Date: January 2013