

JOB DESCRIPTION

Job Title	School Business Manager
Band/Job Group	G
Hours/Weeks	37 hours per week/52-week contract
Special Conditions	
School	Uplands Manor Primary School
Responsible to	Headteacher

Job Summary

To have specific responsibility for human resources, health and safety and management of school site, ensuring that appropriate support to facilitate the improvement of teaching and learning is in place.

Additional duties and responsibilities

1. Strategic role

1.1 Leadership

- a. Responsibility for human resources, health and safety and management of site at the school.
- b. Line manage office staff, site manager and site team, and resolve any problems

1.2 Strategic planning

- a. Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments.

1.3 Management

- a. Manage the disciplines of human resource management, estate management, whole-school administration and health and safety, auditing and evaluating.

1.4 Risk Management and Sustainability

- a. Health and safety, environmental issues, and service contracts
- b. Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts.
- c. Negotiate, manage and monitor contracts, tenders and agreements, always ensuring 'best value'

2 Finance

- a. Manage, reconcile, monitor and check monthly salaries to ensure all staff are paid appropriately and any discrepancies resolved
- b. Responsible for all contract management and analysis of all service level agreements; investigating and sourcing alternative providers and options to ensure best value including energy providers, lettings, IT, BASC, Tiny Steps and catering for example
- c. Management and leadership responsibility for all procurement of goods, services and building improvements, including production of BACS and VAT receipts.

2.1 Procurement

- a. Seek professional advice on insurance and advise the governors on the appropriate

- insurances for the school. Implement the approved insurances
- b. Negotiate, manage and monitor contracts, tenders and agreements.

3 Human Resources Management

3.1 General Personnel Issues

- a. Advise governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal

3.2 Staff management and development

- a. To be included in the recruitment process (advertising, recruitment and selection process) when necessary
- b. Provide leadership and guidance for office and site staff, including direct line management responsibility and regular meetings.
- c. Manage the professional development, appraisal and training of all office and site staff. Keep CPD records of all school staff.
- d. Responsible for the process of employing and deploying personnel including employment contracts, staff changes, induction and off boarding.
- e. Management of staff absence, including booking supply cover and holding meetings with staff regarding, for example, requests for leave, risk assessments and absence meetings
- f. Preparing adverts and interviews through writing job descriptions, person specifications, adverts and preparing timetables and shortlisting criteria; ensuring all safer recruitment processes are followed
- g. Responsibility for communicating and liaising with HR and payroll provider for HR issues and advising SLT on personnel issues.
- h. Responsible for risk assessments for staff

3.3 Advising on employment law

- a. Formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation
- b. Responsible for establishing and maintaining employment policies and procedures that ensure compliance with current employment law

4. Estate Management

4.1 Premises, health and safety management

- a. Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Liaise with contractors and ensure 3 quotes for best value.
- b. Monitor and liaise with the site manager to oversee plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc.
- c. Ensure the security of school site in compliance with child protection and safeguarding
- d. To liaise with the Site Manager to ensure the installation and maintenance of equipment for protection against, and escape from, fire and legionella for e.g. To ensure all relevant records of fire practices and alarm tests are kept
- e. Oversee the security of the school site, be a named key holder and the main point of contact during school holidays
- f. Know the elements of fire safety and the associated risks to the school through the process of risk assessment
- g. Know about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other user of school premises and facilities, reporting to and meeting with governors when needed
- h. Create and annually update staff on the health and safety policy, carrying out training/CPD for staff

4.2 Risk assessment

- a. Be aware of the importance of emergency procedures and its place within the management procedures of the school
- b. Implement risk management and loss prevention strategies in the school to reduce insurance costs
- c. Oversee risk assessments for the school site

5. Whole-school Administration

5.1 IT Management

- a. Manage the administrative function including the administrative IT facilities, school reception, reprographics, records and telephones
- b. Manage the school's administrative and financial computer network systems; the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system.

5.2 Relationship Management

- a. Develop school policies for working with contractors and outside agencies

6. Meetings & Events

- a. Attend and participate in such SLT/staff meetings/other working groups as are appropriate to the role
- b. Attend in school and out of hours functions such as governor meetings/committees

7. Professional Development

- a. Attend and participate in training and staff development programmes

8. Other Duties

- a. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010
- b. Such other duties as may be appropriate to achieve the objectives of the post to assist the area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes
- c. The post holder must always carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

PERSONNEL SPECIFICATION

Job Title	School Business Manager
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School	Uplands Manor Primary School
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Sickness Absence and Disability	<p>A good attendance record. Candidates should have less than 4 absences in the last 6 months or not more than 10 days absence over the last 12 months prior to the closing date of the post.</p> <p>Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010. (This information will be obtained from successful candidate after conditional offer of employment has been made).</p>
Qualifications	<p>Recognised management/business degree OR equivalent related professional qualification OR</p> <p>Qualification in School Business Management i.e. DSBM, CSBM, ADSBM, MSc School Business Management OR sufficient long term experience in role.</p>
Experience	<p>Experience of managing staff files / safer recruitment</p> <p>Financial systems and procurement</p> <p>Managing teams.</p> <p>Managing health and safety.</p> <p>Experience of using Microsoft Office applications, e.g. Word, Excel, PowerPoint.</p> <p>At least two years' experience of working in an administrative/secretarial field in a school, including HR.</p>
Training	<p>Evidence of Continuing Professional Development.</p> <p>An understanding of the confines of confidential training e.g. Data Protection.</p> <p>Any evidence of HR / H and S</p>
Special Knowledge	<p>Competent in the use of IT packages, e.g. spreadsheets.</p> <p>Thorough knowledge of administrative processes.</p> <p>A working knowledge of MS Office</p> <p>Knowledge of or willing to learn SIMS system</p> <p>Understanding of administration and school systems including audit</p>
Circumstances	<p>Attendance at occasional evening / weekend events is a requirement of the post. Flexibility of hours to ensure the office is operational between 7.30am – 4pm.</p> <p>37 hours 52-week contract.</p>

Disposition	<p>Highly developed interpersonal skills including influencing skills.</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance.</p> <p>Be proactive.</p> <p>Excellent communication skills-written and verbal.</p> <p>Ability to understand, interpret and act upon complex information.</p> <p>Line management of personnel.</p> <p>Decision making and negotiating skills.</p> <p>Problem solving skills.</p> <p>High standard of personal presentation.</p> <p>Ability to delegate appropriately and to monitor the performance of others. Self-motivated and able to work to deadlines.</p> <p>Able to work on own initiative and as an effective member of a team.</p> <p>Attention to detail.</p> <p>Able to work accurately and calmly, even under pressure whilst being positive.</p> <p>Diplomatic and tactful.</p> <p>Able to support, influence and motivate others.</p> <p>A professional approach with absolute integrity and maturity to deal with sensitive issues in a highly confidential manner.</p> <p>To be able to work positively with young children.</p> <p>Accept responsibility.</p> <p>Readiness to make a full contribution to school life.</p>
Practical and Intellectual Skills	<p>Able to deliver services and systems applicable for effective school management.</p> <p>Able to deliver value for money initiatives.</p> <p>Able to understand national and regional educational services and deliver appropriate strategies.</p> <p>Able to lead teams and individuals.</p> <p>Able to strategically influence decision making within the school.</p> <p>Able to use IT packages.</p> <p>Demonstrate ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc.</p> <p>Understanding of promoting positive relationships with the wider school community.</p>
Regulations	
Legal Requirements	Enhanced DBS Check for Regulated Activity