

**Job Title: School Business Manager**

**Grade:  
M3 – M4**

**Hours – Full time – 37 Hours per week**

**1. Core Purpose of the Post**

- To actively model and promote the values and ethos of the school.
- To be responsible for strategic planning in relation to the business and support services of the school, including all financial implications, and ensuring that the school uses its resources effectively and efficiently at all times.
- To be responsible for personnel management, estate management, administration aspects of financial management, training and development of support staff and all matters within the management of the school which are supportive to, but do not directly involve the teaching function.
- As a member of the Leadership Team to be responsible for: creating and delivering a shared corporate strategic vision; raising standards of learning and teaching; building capacity across the workforce; improving organisational structures and functions so the school remains fit for purpose; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and well being of students.
- To generate and co-ordinate new income streams which are supportive of the ethos of the school.

**2. Main Areas of Responsibility**

**Finance and Business**

- To work with the Finance Office to implement the financial decisions of the Headteacher and Governing body.
- To advise the Headteacher on investment and financial policy, preparing appraisals for future projects and for the development of a long term financial strategy for the future development of the school.
- To be responsible for securing sponsorship funding using commercial flair and developing a wide range of contacts in both public and private sectors.
- To provide leadership and guidance for support staff, including direct line management responsibility for team leaders in finance, premises and administration.
- To be responsible for the recruitment, induction, training and professional development of all support staff within finance, premises and administration.
- To be responsible for the implementation of a Performance Management Procedure for support staff.

**Premises**

- To work with the Premises staff to implement the premises and site decisions of the Headteacher and Governing Body
- To lead the planning and implementation on site of new capital and refurbishment projects.
- To work with the Premises Manager to ensure all school contracts (currently cleaning, rounds and catering) are maintained to the highest quality and provide the school with value for money.
- To maximise the use of the accommodation both by school and outside

agencies in order to generate income.

### **Organisation**

- Be responsible for the planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
- Be responsible for ensuring compliance with the remodelling agenda, planning and managing support services to meet legislation.
- Provide organisational and advisory support to Governors, attending and leading meetings as appropriate.
- Participate as required in Senior Leadership Team on call rota system,
- Lead a team of support staff team leaders to ensure effective communication and development of systems and procedures across support services.
- Represent the support staff at relevant meetings.

### **Whole School Administration**

- To manage the administrative function including the administrative ICT facilities.
- To provide for the preparation and production of all school records and publications.
- To act as a bridge to facilitate closer working relationships between teaching and support staff.
- To be responsible and accountable for key objectives in the one-year School Improvement Plan and the three-year Strategic Development Plan.
- Be responsible for the provision of specialist advice and guidance to leadership team/Governing Body etc. on national and local guidelines/policy/statute etc.
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary

### **Marketing**

- To liaise with local businesses for fundraising, arranging vocational experience and joint projects.

### **Staff Responsibility**

- All support staff within Finance, Premises, Administration, and Reception.
- Direct Line Management of support staff middle managers.

### **3. Supervision**

- The post holder will be directly line managed by the Headteacher.
- The postholder will organise his/her own workload and prioritise on a day-to-day basis using his/her own initiative and knowledge of the work.

### **4. Additional Information**

- The postholder is required to work additional hours on a regular basis during term time.

## **Person Specification:**

### **A. Education Qualifications and Training**

#### **Essential**

- Sound experience of financial management and budgetary planning control with a recognised financial or management qualification.
- Experience of managing a team.
- Experience of ICT

#### **Desirable**

- Previous experience of working in a school
- Ability to communicate, organise and work under pressure with a minimum of supervision.

### **B. Experience**

The candidate must have :

- Recent successful experience of responsibility within a department.
- Experience of staff management and supervision

### **C. Skills and Personal Characteristics**

The appointee must be able to relate effectively to all members of the school community and must demonstrate that they possess:

- A commitment to the aims, objectives and ethos of the school
- Effective communication skills
- Sound judgement
- The ability to lead and work as part of a team
- Time management skills
- A capacity for hard work and an ability to prioritise effectively, and work under pressure
- The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities
- Good administrative skills
- Enthusiasm and a good sense of humour
- A genuine commitment to the welfare of children