



## JOB DESCRIPTION

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| <b>Job title:</b>    | Business Manager                 |
| <b>Reporting To:</b> | Headteacher / Deputy Headteacher |
| <b>Pay Scale:</b>    | Grade 11                         |

**All staff have the responsibility to safeguard and promote the welfare of children.**

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### General duties

- Effectively identify and manage any reputational risks faced by the school.
- Work with the relevant staff within the school and delegate tasks appropriately.
- Effectively and sensitively manage conflicts within the workplace, following the school's Complaints Procedures Policy, where necessary.
- Confidently and efficiently lead a team to meet the school's strategic goals.
- Actively contribute to the SDP, making meaningful and considered suggestions in areas where the school requires them most.
- Promote the highest standards of business efficiency within the administrative function of the school.
- Ensure the highest and most effective use of resources, which positively contribute to the school's learning objectives.
- Contribute to, and model, the school's vision, values, learning styles, leadership styles and ethos.
- Plan and manage strategic change in accordance with the SDP, acting as a point of contact for clarification and assistance with regards to changes.
- Work, as required, as part of the SLT and be a positive and proactive advocate of the school's continued progress and success.
- Undertake relevant responsibilities as delegated by the headteacher or governing board.
- Be a highly involved member of the school community and be active in aspects of school life, including developing positive relationships with staff, pupils and parents.

### Financial resource management

- In conjunction with the Finance Manager, ensure the school's budget is balanced and appropriately approach discrepancies in the budget.

- Monitor the school's budget and ensure value for money is achieved.
- In conjunction with the Finance Manager, forecast future years' budgets, taking into consideration any relevant plans and new directions.
- Find and help to implement appropriate methods of income generation that can be used to acquire extra funds for the school.
- Assess what internal staff structures the school needs to maximise effectiveness and determine which aspects can be outsourced.
- Have a sound understanding of the pupil premium grant and how to track its effectiveness.
- Keep up to date with the latest changes to financial policy and funding opportunities.
- Determine long-term strategic plans effectively, taking into consideration the key areas for development and improvement.
- Be aware of the financial reports that need completing and ensure that these are submitted in a timely manner.
- Control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations.
- Organise financial inspections by internal and external auditors, taking action on any recommendations.
- Attend, as required, meetings with the finance committee, providing information as necessary and discussing methods of development in terms of the school's spending.
- Produce, maintain and review a risk register and take action to address any high-risk situations.
- Monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating favourable terms where possible.
- Have overall responsibility for the receipt, safekeeping and banking of all monies received by the school.
- Ensure that appropriate credit controls are in place for income streams, such as catering.
- Have a sound understanding of the 'School resources management self-assessment checklist' (SRMSAC).

### **Administration management**

- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Monitor and assess the administrative performance of the school, ensuring transparency and honesty.
- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations.
- Benchmark the school's systems and information against others on a local and national scale.
- Remain up to date with DfE statutory guidance and legislation that impacts the school.
- Plan, lead and implement organisational change.
- Prepare information for publication and returns for the relevant bodies, such as the DfE.

## **ICT and management communications**

- Understand what to do in a situation where there is a technical failure, so that the school system could still operate effectively.
- Be familiar with data protection legislation and how it will impact upon the school's practices, in liaison with the Data Protection Officer.
- Understand the management information systems that are currently used in the school and remain up to date on new technologies that may be more efficient.
- Ensure that the school has a strategy for using technology, which is aligned to the overall vision and plans for the school and ensures value for money.
- Establish systems to monitor and review the performance of technology within the school, making amendments as necessary.
- Ensure resources, support and training are provided to enable staff to use the software effectively.

## **HR management**

- Ensure that the school's policies are circulated, read and understood by the relevant members of staff, such as ensuring a new starter receives the policies.
- Handle grievances appropriately and implement any necessary actions, in conjunction with the headteacher.
- Be actively involved in the recruitment process of new staff, being able to identify the skills, knowledge and understanding that will be required of candidates.
- Give constructive feedback to staff, handle potentially complicated or uncomfortable situations and take the necessary actions following this.
- Work with payroll software, offering guidance to colleagues where appropriate.
- Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
- Assist the SLT and relevant staff members in ensuring that the school meets all statutory obligations.
- Manage the performance, discipline, grievance and competence procedures of the administration and office teams.
- Be a point of contact for the headteacher, SLT and governing board in regard to employment law and associated matters, including updates to policies and procedures.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Help staff identify areas for CPD and organise these opportunities appropriately.

## **Health and safety**

- Manage health and safety arrangements, in liaison with the headteacher and caretaker, ensuring that these practices meet statutory obligations and that they are reflected in the school's Health and Safety Policy.
- Ensure that health and safety issues are monitored effectively, and delegate responsibility to the relevant members of staff, such as the site manager.

- Establish and implement a system that can be used to identify potential hazards, taking the relevant action from this identification.

### **Safeguarding**

- Understand the school's procedures for if a pupil discloses a potential safeguarding concern and what to do in the case of a child protection concern.
- Be a general and active advocate of maintaining excellent safeguarding standards across the whole school and improving these where possible.
- Understand safer recruitment practices, pre-employment checks and the DBS.
- Ensure that staff and pupils are effectively safeguarded to minimise the risk of harm to all.
- Maintain single central record.

### **Facility and property management**

- Ensure that outsourced services achieve value for money.
- Manage catering and cleaning service, ensuring they remain consistently effective.
- Ensure that all furnishings and fittings are kept in good repair and meet relevant safety and sustainability standards.
- When new furnishings and fittings are required, ensure that they are appropriately sourced and achieve value for money.
- Manage the school's environmental impact, review wastage and consumption, and suggest well-researched methods of improvement to the governing board.
- Manage school lettings, ensuring that they meet legal requirements, such as those in relation to British values and safeguarding legislation, and that the lettings do not damage the school's ethos.

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the school, national initiatives and statutory legislation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from Headteacher/Deputy Headteacher to undertake work of a similar level that is not specified in this job description. The duties/responsibilities of the post will be reviewed regularly and may be subject to modification or amendment after consultation and agreement with the post holder.

Post Holder Name: .....

Post Holder Signature: .....

Date: .....