**School Business Manager – Job Description**

**ADMINISTRATION & ORGANISATION**

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| **LEVEL 9 Be responsible for/manage the operation and delivery of support services within the school. Be responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of school’s management team.**  |
| TASKSOrganisation* Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
* Line Management responsibilities
* Manage support staff
* Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
* Represent the support staff at relevant meetings

Administration* Develop and monitor management information systems
* Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information
* Be responsible for the design and effective operation of administrative procedures
* Be responsible for the submission of relevant information to SMT, the Governing Body, Trustees and outside agencies e.g. DfES, EFSA
* Commission appropriate Payroll systems and be responsible for their effective operation

Resources* Identify the need for, select and manage resources, including management of resource budget
* Be responsible for the appropriate deployment of staff, including recruitment
* Be responsible for the provision of specialist advice and guidance to SMT/Governing Body/ Trustboard etc. on national and local guidelines/policy/statue etc
* Interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate appropriate action arising
* Manage procurement and be responsible for securing relevant sponsorship
* Identify the need, and be responsible, for securing appropriate licences and insurance
* Be responsible for devising marketing and promotion strategies for the school
* Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
* Develop work specifications and manage service contracts
* Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
* Be responsible for planning, monitoring and evaluation of budget
* Be responsible for the management of expenditure from the school budget
* Be responsible for the management of Health & Safety within the school
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| RESPONSIBILITIES* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the development and implementation of the overall ethos/work/aims of the school
* Develop constructive relationships and communicate with other agencies/professionals
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Show a duty of care and take appropriate action to comply with health and safety requirements at all time
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory
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| Experience | * Several years’ experience working in a business environment at a management level
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| Qualifications | * NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline
* Excellent numeracy/literacy skills
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| Knowledge/Skills | * Full working knowledge of relevant policies/codes of practice/legislation
* Ability to interpret advice/statute and to devise policy/practice in the light of these
* Ability to management a multi-disciplinary team effectively
* Ability to relate well to children and adults
* Ability to persuade, motivate, negotiate and influence
* Ability to self-evaluate learning needs and actively seek learning opportunities
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**School Business Manager Person Specification**

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| **Job title:** | **School Business Manager Level 9** |
|  | **Bankfields Primary School** |
|  | **Essential Criteria** | **Desirable Criteria.** |
| **Qualifications**  | * Completed a recognised Business Management of qualification
* Foundation Degree / NVQ 4 or equivalent in Administration, Finance, Business or related field
* Excellent numeracy, literacy and IT skills
 | * A Level maths or English or equivalent
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| **Professional Experience** | * Experience of financial management and budget monitoring systems, managing large, varied and complex budgets effectively
* Experience of working strategically with excellent problem solving skills
* Experience of policy/procedure development and implementation
* Experience of management in either Health and Safety, Human Resources, Marketing, Business and Administration
* Experience and working knowledge of marketing, sponsorship and promotion activities
* Knowledge of data protection requirements and understanding of confidentiality
* Previous supervisory responsibility including managing the performance management of other staff
* Knowledge of safeguarding
 | * Experience of working in a ‘bank account school’
* Experience of Press and publicity
* A good knowledge of current legislation and policy within the context of schools/education
* Experience of premises management
* Minimum of 3 years’ experience working in an Educational setting
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| **Skills / attributes** | * Outstanding practitioner with a commitment to upholding the ethos and aims of the school
* Ability to show sensitivity and objectivity when dealing with confidential issues
* Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring lower priority work is kept up to date
* A proven track record in developing, leading, managing and motivating an effective school support team
* Ability to communicate both orally and in writing to a wide range of audiences, creating clear, concise and accurate reports
* Ability to create an attractive, tidy, stimulating and safe environment
* Ability to abide by school policies and procedures
* Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, Governors, staff and outside agencies
* Ability to solve problems, and consider a range of options to find the best solution.
* Ability to work accurately under pressure in a busy environment
* Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm
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| **Personal Qualities** | * Reliable and punctual
* The ability to establish and develop close positive relationships throughout the school and with children, parents, governors, the community and external contractors
* Warm and approachable manner with good inter-personal skills
* Sets high standards and expectations for self and others.

Flexible attitude to work including;* working hours,
* a willingness to step down and be hands on as the demands of the job require, and engage with children and parents.
* demands and changes in the role
* willingness to be involved in the wider life of school
* Ability to think strategically and creatively
* To be a team player with a commitment and loyalty to the school
* Excellent communication skills
* Ability to be flexible, supportive and positive
* Have an energetic and solution focused approach
* Willingness to attend evening meetings
* Resilient and positive even when faced with challenges
* Ability to maintain the highest level of professionalism at all times
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This post has significant access to children and young people and as such the successful candidate will be expected to undergo a Disclosure and Barring Service fully enhanced check.