Job Description

Business Manager

The post holder is immediately responsible to the Head Teacher.

This job description will be reviewed annually and is subject to amendments following consultation between the Head Teacher and the post holder.

Leadership and Management / PA

- Make a positive contribution to the strategic direction of the school.
- Support the implementation and development of whole school vision, ethos, aims, policies and practices.
- Support the leadership team and governors in promoting the school especially in the local community.
- Ensure that the school complies with relevant legislation and guidance in relation to the role.
- Implement areas of developments identified in the School Improvement Plan (SIP) or associated action plans.
- Take a lead role in establishing and using effective methods to review and improve administrative systems, streamlining to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Provide feedback (both oral and written) to the Senior Leadership Team (SLT), governors and Local Authority (LA).
- Line manage office staff, site staff. ICT technician and lunchtime supervisors.
- Appraise office staff, site staff. ICT technician and lunchtime supervisors.
- Set high examples of professionalism and act with commitment, leading by example.
- Provide support and guidance to other members of staff through coaching and mentoring.
- Lead Continued Professional Development (CPD) where appropriate.
- Attend appropriate meetings.
- Undertake appropriate professional development.
- Day to day management of the school office.
- Prepare attainment and progress information for leaders and governors.
- Prepare documentation, information and reports for governing body meetings.
- Minute meetings as required.
- Prepare confidential material for the Head Teacher.
- Plan and manage change throughout areas of responsibility.
- Manage the Single Central Record in line with latest legislation / guidance.
- Represent Head Teacher as needed.
- To act as a personal and confidential PA to the Head Teacher.

Managing Information Systems & ICT

- Consider approaches and implication for existing use and future plans to introduce or discard technology.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans ensuring value for money.
- Communicate the strategy and relevant policies, including data protection for the use of technology.
- Ensure that contingency plans are in place in the event of a technology failure.
- Ensure data collection systems providing information to / from stakeholders are streamlined to maximise efficiency.

Finance

- Ensure goods and services bought by school follow principles of best value.
- Support the SLT in establishing and updating a long term improvement plan for the school.
- Seek and make use of specialist expertise in relation to Finance .
- Identify additional funding needed to resources activities / projects and support the Head Teacher in securing it.
- Seek quotes and advise governing body on best value where needed.
- Provide Head Teacher / Governing Body with approximate costings for activities, resources and improvements as requested.
- Monitor all accounting procedures and resolve any problems including the ordering and processing of goods and services and invoices.
- Manage and administer the school budget and its related cheque book accounts in line with LA audit guidelines.
- Manage and collate statistical and financial information as may be necessary for the effective administration of the school budget and carry out termly budget monitoring with the school's budget officer.
- Support the Head Teacher in setting the yearly budget.
- Update financial policies and procedures in line with statutory guidance and legislation.
- Manage the preparation of evidence to meet the DCSF, FMSIS and ensure standards are sustained for reassessment every three years.
- Establish and monitor all service level agreements between the school and outside provider.
- Ensure appropriate licenses are in place and reporting carried out where appropriate.
- Ensure appropriate insurances are in place (including for contractors) and reporting carried out where appropriate.

Human Resources

- Update HR policies and procedures in line with statutory guidance and legislation.
- Maintain confidential staff records.liase with payroll provider to manage payroll services.
- Ensure the equality policy is updated in line with the school's policy review cycle and clearly communicated to all staff.
- Manage and coordinate the recruitment of new staff.
- Seek and make use of specialist expertise in relation to HR.
- Monitor the attendance and punctuality of staff reporting concerns to the Head Teacher.
- Compile and send absence returns to the LA.
- Monitor and scrutinise overtime / expense claims.
- Update the Single Central Record to ensure compliance.

Facility and Property Management

- Set and maintain schedules for property maintainance and improvement.
- Ensure appropriate risk assessments in relation to premises are up to date and adhered to.
- Update Health and Safety policies and procedures in line with statutory guidance and legislation.
- Managing lettings in line with school / LA policies.
- Maintain asset register.
- To maximise energy saving within the ethos of school.
- Ensure a safe environment for all stakeholders; ensure an environment in which learning can be maximised.
- Ensure ancilliary services including catering and cleaning are managed and monitored effectively.
- Seek professional advice on insurance and advise leaders on appropriate insurances. Implement and manage such schemes accordingly.

Other Duties

- Support the HT and DHT in the day to day management of the school as directed.
- Other duties as directed by the HT in line with current pay grade and responsibilities.
- Manage all other matters relating to an administrative nature which may arise.
- Carry out all duties with due regard for school and Local Authority policies.

Issued by: _____(Head Teacher)

Received by: _____(Post Holder)

Date Received: _____