Job Description

Details of Post

- Title: Primary Business Manager (Level 2):
- Federation: The Blue Hills Federation
- Reporting to The Executive Headteacher
- Grade and SCP: Grade 10 (SCP 26-28)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

- The School Business Manager works with the Senior Leadership Team to assist the Headteacher in his/her duty to ensure that the school meets its educational aims, within budget and within an environment that promotes ethical behaviour and the highest standards of personal responsibility

Principal Duties and Responsibilities

1. Leadership & Strategy

- Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings,
- In the absence of the Headteacher, take delegated responsibility for financial and other decisions.
- Assist the Headteacher with change management in accordance with the school development/strategic plan.
- Lead and manage designated support staff.
- Comply with, and assist with the development of, policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. Financial Resource Management

- Comply with financial regulations relating to the budget, school fund, and imprest accounts.
- Liaise with Budget Holders over delegated budgets, monitoring and reporting on proposals for expenditure.
- Use the agreed budgets to actively monitor and control performance to achieve value for money.
- Identify and inform the Headteacher and Governors of the causes of significant variance.
- Provide ongoing budgetary information to relevant people.

- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
- Make use of specialist financial expertise.
- Assist with the preparation of timely and fully costed proposals, recommendations or bids.
- Monitor the effectiveness and implementation of agreements with external suppliers.

3. Administration Management

- Manage the whole school administrative function and lead designated support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Define responsibilities, information and support for staff.
- Establish and use effective methods to review and improve administrative systems.
- Prepare information for publications and returns for the DCSF, LA and other agencies and stakeholders within statutory guidelines.

4. Management Information Systems & ICT

Working with the Network Manager:

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.

5. Human Resource Management

- Ensure the school's equality policy is clearly communicated to all staff in school.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy processes comply with the policies and procedures adopted by the school.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them in practice.
- Monitor the operation and effectiveness of policies and procedures and provide support where necessary.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- Participate in training and other learning activities and performance development as required.

- Manage the processes relating to payroll administration.

6. Facility & Property Management

The School Business Manager works as part of a team of support staff who work together to ensure that the following conditions prevail within the school:

- Planning and construction processes are undertaken in line with contractual obligations.
- The school site is maintained appropriately, including the purchase and repair of all furniture and fittings.
- The provision of utilities, site services and equipment is uninterrupted.
- Contractual obligations for outsourced school services are continuously monitored, assessed and reviewed.
- A safe environment for the stakeholders of the school is assured.
- Ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- The letting of school premises to external organisations, for the development of extended services and local community requirements, is adequately managed.
- Professional advice on insurance is sought so that advice can be offered to the SMT on appropriate insurances for the school and that these can be implemented and managed accordingly.

7. Health & Safety

As part of a team of support staff, ensure that the following activities occur as required:

- There is a Health & Safety Co-ordinator and Fire Officer for the school.
- Fire practices and alarm tests are planned and carried out, with appropriate records being maintained.
- The school's written Health & Safety policy statement is clearly communicated and available to all people.
- The Health & Safety policy is clearly communicated, available to all people, and is subject to review and assessment at regular intervals or as needed.
- There is regular consultation with people on Health and Safety issues.
- Systems are in place to allow effective monitoring, measuring and reporting of Health and Safety issues to the Senior Team, Governors and, where appropriate, the Health & Safety Executive.
- Systems are in place to enable the identification of hazards and risk assessments.
- The maximum level of security consistent with the ethos of the school is maintained.

8. Other Responsibilities

- Be aware of and comply with 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 overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

9. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

10. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

11. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

12. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder: ……

Signed: …… Date: …….

Name of line manager: ……..

Signed: …… Date: …….