**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 |
| 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 |
| Qualifications | * NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline * Excellent numeracy/literacy skills |
| 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 |

**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 |
| **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 |
| **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 | |  |
| **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 | |  |

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.