



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Business Manager (Strategic Secondary School)

Job Description

Grade 12 - AA AE5168

BASIC JOB PURPOSE

The School Business Manager is the school's leading operations staff professional and works as part of the Senior Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the school meets its educational aims and Ofsted requirements.

MAIN RESPONSIBILITIES

1	To be a member of the school's Senior Leadership Team ensuring that decision making is part of a shared process in as much as members of the Senior Leadership Team have a collective responsibility for the leadership and management of the school.
2	To be responsible for the effective management and monitoring of the overall budget and related finance matters across the school. To ensure that financial data is available to the Headteacher and Governors, including preparation of a detailed budget in accordance with LMS Regulations, preparing statements and financial records for annual audit, etc.
	• To manage all aspects of staff recruitment, contracts and other related personnel matters, including providing Safer Recruitment checks and managing the Single Central Record (SCR). To ensure correct and consistent implementation of school, local authority and national policies and procedures.
3	Through intermediate staff, manage the production of statistical data relating to the school; in order to submit reports and returns to County and DfE etc as required.
4	• To manage the whole school administrative function and to manage the Administration, Finance, Premises and Support staff directly and through intermediate staff; in order to ensure that efficient administrative and support systems are in place for the effective operation of the school.
5	Assume overall management responsibility, directly and through intermediate staff, for the management of school premises; including maintenance, cleaning, refurbishment, health and safety, and security, etc.
6	To attend all relevant Governor's committee meetings advising Governors and liaising with the Clerk to the Governors as appropriate.
7	To review all policies and procedures in areas of school activity other than teaching, to make recommendations for change, implement agreed changes and keep future effectiveness under active review.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

8	To proactively raise additional resources and funds for the school and develop ways to maximise income.
9	To ensure all procurement, capital projects, service level agreements, IT licences and other contracted services are effectively managed and compliant with the necessary policy, best value requirements and protocols. To support matters concerning the management of capital projects.
10	To ensure that strategies are in place to minimise the environmental and ecological impact of the school and its operations.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Main core duties

Leadership and strategy

- Negotiate and influence strategic decision making within the school's Senior Leadership Team.
- Contribute to the School Improvement and Development Plan and its delivery. Attend Senior Leadership Team meetings and relevant Governor meetings at the required times.
- In the absence of the Headteacher, provide support to the Deputy Headteacher & Assistant Headteachers and take delegated responsibility for site-related decisions.
- Contribute to the school's self-evaluation process.

Financial duties

The School Business Manager will promote the highest standards of business ethos within the administrative function of the school and support the Headteacher to strategically ensure the most effective use of resources in support of the school's learning objectives. They will:

- Take a strategic lead in ensuring systems, policies and procedures are carried out effectively.
- Support the Headteacher to produce and review a three-year budget plan, incorporating funding and staffing costs, ensuring that it is balanced, realistic and represents an effective use of public funds.
- Ensure the school provides good value for money through appropriate procurement activities and report on how this is achieved.
- Develop, improve and implement the financial management and control systems within the school, ensuring that no aspect of school finance, policy and procedure is below satisfactory. Provide training and guidance to budget holders as necessary.
- Draw up and monitor financial elements of Service Level Agreements.
- Review monthly expenditure, dealing with banking procedures and liaising with the Headteacher and school budget holders as appropriate.
- Secure best value for the school in the areas of service contracts, capital projects and insurance policies through appropriate procurement activities.
- Attend Senior Leadership Team meetings and relevant Governor meetings at the required times.
- Investigate budget anomalies with relevant persons, external and internal, and take appropriate corrective action.
- Ensure tight budgetary control, challenging budget holders where necessary, keeping the Headteacher informed of possible over- or under-spend and producing recommendations for effective remedial action.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

- Ensure the school achieves all standards in relation to Financial Regulations and put together required evidence in relation to this.
- Manage the school's compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements.
- Work in partnership with the Headteacher to monitor the staffing budget and any spend in relation to this and advise the SLT on any issues and potential areas of better value.
- Recommend any potential savings or value-added investments in terms of staffing to the SLT on a regular basis.
- Monitor the assets process, including the purchase of new assets and the depreciation of current ones, to feed into the assets renewal document and enable the forecast and budget for replacement assets in the future.
- Be responsible for all income generation for the school, including the organisation of, bid writing and grant claims.
- Oversee the school's lettings offer, increasing this to aid income generation.

Administration management

- Develop process measures that will enable budget holders to make value for money decisions.
- Establish and use effective methods to review and improve administrative systems.
- Line manage operational teams, including the Main School Office, Finance Administration team and the Premises team.

HR Management

- Provide professional leadership and management of school support staff, including the administration, finance team and premises staff, to enhance their effectiveness and improve standards of learning and achievement in the school.
- Provide professional leadership and management to the Headteacher with all H.R matters as required, advising on issues within school and liaising with the external HR and Legal provider as necessary.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Support the monthly pay roll process.
- Ensure the school's Business Continuity Plan is kept up to date and clearly communicated to all staff in school.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

- Support all school recruitment, ensuring correct procedure is followed in accordance with KCSIE guidelines.
- Manage recruitment, performance management, appraisal and development for all the Administration and Finance staff.
- Support the development, promotion and booking of all CPD events and twilights across the school, liaising directly with the SLT and school staff to ensure the school is providing the correct level of CPD opportunities. Maintain accurate and up-to-date training records, personnel files and pupil files to assist with efficient management of the school.
- Oversee and manage the policy review process within the school, taking into account the legal requirements on schools in connection with policy creation and review.

GDPR

- Oversee the implementation of the School's data protection strategy to ensure compliance with GDPR requirements.
- Keep records in accordance with the School's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times.
- Provide advice and guidance to school staff and governors on the requirements of GDPR, ensuring any necessary training is provided, including in the school's induction process.
- Ensure the school's compliance level is monitored and its impact assessed.
- Support with ensuring data protection compliance and advising the school community on data protection issues.

Facility and property management

- Line management of the Site Manager.
- Risk assessment management.
- Ensure the safe maintenance and security operation of all school premises.
- Ensure the management and maintenance of the school site, including the purchase and repair of all furniture and fittings.
- Ensure ancillary services (for example catering and cleaning) are monitored and managed effectively.
- Ensure all fleet vehicles are maintained to the legal standards required and that any staff drivers have appropriate insurance and licence in place to drive either their own vehicle or a school vehicle.
- Implement risk assessments and loss prevention strategies, including producing a comprehensive disaster and recovery plan.
- Take a leading role in the project management of all school building projects.



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Health and safety

- Support the Safeguarding team to ensure all aspects of safeguarding administration, including the Single Central Record, are compliant.
- Lead and work in collaboration with the SLT and Site Manager to coordinate all aspects of the school

Health & Safety compliance.

- Ensure the management of the school's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and, where appropriate, the Health & Safety Executive.
- Organise Health and Safety training for staff as necessary.

Communications

- Communicate effectively with staff, students and parents or carers of students as appropriate.
- Where appropriate, communicate and cooperate with persons or bodies outside of school.
- Follow agreed policies for communications in the school.
- Participate in regular meetings with the Headteacher and SLT as necessary.

General

- The duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.
- Take responsibility for keeping own CPD up to date.
- Promote the school's Equal Opportunity Employment Policy.
- The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. It is therefore the postholder's responsibility to undertake reasonable care for the Health, Safety and Welfare for themselves and other employees in accordance with legislation.