

JOB DESCRIPTION

Post: **SCHOOLS BUSINESS MANAGER**

Grade: **5 above the bar**

Hours: **08.30 a.m. to 4.30 p.m. Monday to Friday**
37 hours per week – Full year

Level description

This is a senior level post. The post holder is responsible for providing an efficient, effective and comprehensive administrative and financial service. It is both an administrative and management role. The post holder will be a member of the Senior Leadership team within the school.

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have a good knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require initiative.

The post holder will undertake a range of tasks, which require theoretical, practical and procedural knowledge across a technical or specialist area or in an equivalent level of organisational, procedural and policy knowledge.

The post holder will be expected to respond independently to unanticipated problems and situations.

The job requires analytical and judgmental or creative and development skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term (several months, up to a year).

Exchanges complicated or sensitive information orally or in writing with a range of audiences.

Demonstrate sensitivity and tact in contentious situations.

The post holder will organise own workload and will have direct responsibility for the supervision, co-ordination, direction or training of other employees.

The job involves working within broad practice or guidelines. The work requires discretion and initiative over a broad area of activity, with little access to more senior officers. The job is subject to managerial direction.

Purpose of Post

To support the Principal with all aspects of school business management.

Management of Staff

- Ensure HR procedures and practices are carried out in accordance with MAT requirements.

- Undertake the day-to-day management of administrative/finance staff, catering, premises staff and ICT staff, including the establishment of work programmes, setting work priorities and resolving problems as required. Monitor work performance, identify staff training needs, evaluate the effectiveness of training and keep accurate records. Carry out induction and performance management reviews.

Financial Responsibilities

- Carrying out a range of financial responsibilities including preparing the school budget plan in conjunction with line manager/senior staff advising on the detailed construction.
- Designing and setting up appropriate systems for monitoring income, expenditure, cash flows and deposits, in accordance with MAT and Academy financial procedures.
- Producing and presenting reports for the Principal and Governors, interpreting information for different audiences including the Principal and Governors.
- Preparing, or overseeing the preparation of, financial statements, commitment accounts and any other financial activities within the school. Devising and maintaining local financial systems of recording and monitoring and ensuring information is readily available through computer network to meet the local needs when necessary.
- Approve maintenance in accordance with budget provision and control the local building maintenance budget.
- Acting as authorising officer for financial documentation.
- Participating in working groups.

School Administration

- Overseeing ordering procedures and purchasing of supplies/materials/services ensuring levels are maintained.
- Ensuring all appropriate licences/insurances are obtained for the school.
- Arranging cover during teaching staff absence, processing necessary paperwork.
- Promoting and authorising external lettings of the schools premises.
- Attending and contributing to Governor meetings.
- Overseeing the administrative procedures relating to school meals, transport etc.
- Keeping operating procedures under review to identify areas of potential development and/or improvement and make recommendations.
- Ensuring that all administrative activities are carried out in accordance with school policy and procedure.

- Overseeing secretarial services for the Principal, including maintaining confidential records, diary keeping and assisting visitors as required.
- Leading the school and acting as point of contact for all Data Protection and General Data Protection Regulation activities within the school, liaising with the MAT and Data Protection Officer

Premises Management

- Supervise caretaking staff, co-ordinate the administrative arrangements for school lettings.
- Carrying out periodic inspections, ensuring inventory checks are undertaken and appropriate records of furniture/equipment are maintained, authorising repair/replacement as necessary.
- Ensuring that regular inspections of buildings and grounds are undertaken and approve any maintenance. Ensure staff and contractors are compliant with health and safety regulations.
- Liaising with other departments/agencies with regard to maintenance/repairs/ cleaning, ensuring that all works are within budget and to satisfactory work standards.
- Working with the Premises team to initiate plans and solutions for building extensions and energy saving initiatives.

The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

Signed _____ Post Holder Date _____

Signed _____ Principal Date _____