

## T PETER'S SCHOOL – BOURNEMOUTH

### Job Description

#### School Business Manager

Post Holder

Salary Grade                      Leadership Range 5-12

Hours                                30 hours per week, Term Time plus 2 weeks

#### **KEY ROLE AND RESPONSIBILITIES**

The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, human resources, compliance and administration.

The SBM is a member of the School Leadership Team, reporting direct to the Headteacher. They will advise on and implement the day to day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

The SBM will directly manage the Finance Manager, HR Officer, Estates Manager and First Aiders.

#### **MAIN TASKS**

##### **Leadership**

1. To support the Catholicity and Mission of the School and its values, liturgical and spiritual
2. life and strive to ensure that decisions and actions are in keeping the values of the Gospel and the teaching of the Catholic Church
3. To be a member of the Leadership Team and contribute to the decision-making process
4. To attend all Senior Leadership Team meetings and training
5. Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
6. Be responsible for line-managing associate staff, including carrying out long-term resource planning and overseeing recruitment
7. To contribute to and assist in the completion of the School's self-evaluation process and School Improvement Plan
8. Monitor developments in technology and consider how it can be used to enhance the school's business processes and staff wellbeing
9. To support governors in the development of all relevant policies and be responsible for development of all attendant school procedures
10. To attend, contribute and report to relevant governors' committee meetings
11. Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals, which should be realistic and represent an effective use of public funds

##### **Financial Management**

1. Oversee and provide advice and guidance to the Governors, Headteacher, SLT and Finance Manager (FM)
2. Ensure value for money is considered and evidenced as good use of public funds
3. Manage the School Bank Accounts, including credit cards and delegate access, ensuring the mandate is updated as required
4. Report the financial position to the Senior Leadership Team (SLT) and Governors as required
5. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
6. Work with the school's internal and external auditors to ensure financial compliance

In liaison with the FM:

- Comply with financial reporting requirements and submit statutory returns
- Prepare, evaluate and monitor the school budget process, working with the Senior Leadership Team and Governors to discuss, negotiate and agree a realistic and balanced budget for school activity
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take/recommend prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Provide comparative analysis and benchmarking data for Governors and the SLT
- Liaise with the funding agencies over funding issues and produce financial forecasts for SLT and Governors and other relevant bodies
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

### **Sourcing funds and Provision of Services**

1. Working with the FM, identify appropriate sources of additional funds to support the work of the school and work the FM in writing and submitting bids for external funding
2. Maximise income through lettings and other activities in liaison with the Estates Manager and FM
3. Lead on procurement processes, delegating or assisting where appropriate, to manage tenders where required, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
4. Monitor all SLAs ensuring that they are fit for purpose and advising when alternative provisions should be considered

### **Site and Premises**

1. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
2. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly
3. Have strategic responsibility for the site and accommodation
4. Liaise with external bodies such as the Diocesan Educational Service, the De La Salle Order, architects, contractors and professionals regarding the maintenance and development of the school site

Oversee and support the work of the Estates Manager, ensuring

- the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- the continuing availability of utilities, site services and equipment
- sound practices in estate management and grounds maintenance
- the school's premises development plan and the school accessibility plan are maintained, reviewed and updated
- any returns required including Asbestos, Land & Buildings are completed accurately and meet required deadlines
- the Net Capacity calculation are completed and maintained accurately

### **Health and Safety**

1. To be accountable to the headteacher for all health and safety procedures and practices and to develop a culture of safety awareness throughout the school and its operations
2. Manage 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

3. Ensure the health & safety policy is communicated and implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
4. Chair the School H&S Committee
5. Line manage the Estates Manager and delegate where appropriate, premises or site related tasks and ensure that relevant legal obligations are met
6. Ensure health and safety training for staff is carried out, including First Aid, COSHH, CLEAPS, Risk Assessment and Fire, through Associate Staff INSET days – referring requirements to the Assistant Head (CPD) in relation to Teachers
7. Ensure systems are in place to enable the identification of hazards and risk assessments
8. 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
9. Ensure the maximum level of security consistent with the ethos of the school
10. Oversee the work of the school's educational visits co-ordinator (EVC)
11. With the Estates Manager and H&S Committee, co-ordinate arrangements for fire drills and oversee the installation and maintenance of equipment for protection against and escape from fire
12. Ensure the provision of adequate first aid and welfare facilities for students, staff and visitors

### **Human Resources**

1. Line manage the HR Officer to ensure the policies are followed in accordance with employment law
2. Oversee the induction, professional development, welfare and appraisal of all associate staff
3. Identify training needs for Associate Staff in relation to INSET days ensuring legal responsibilities are met
4. Advise Governors and the SLT on issues relating to employment law, salaries & grading, payments, sickness and maternity procedures
5. Manage the academy TTE system, authorising claims each month, or ensuring alternative authorisers are available
6. Oversee the academy DES and SARs systems, authorising submissions each month in conjunction with the HR Officer
7. Check and download monthly payroll reports from payroll provider, releasing them to finance and chasing through any specific concerns or issues in liaison with the HR Officer
8. Evaluate the school's strategic objectives and obtain information for workforce planning
9. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
10. Manage the year end procedures for Personnel in SIMS and guide the FM and Senior Finance Officer in the information required for the Company Report and Accounts plus the Annual Accounts Return
11. Manage SIMS Personnel with the Head of Communications
12. Manage personnel returns e.g. the Pay Gender Gap, Business Register & Employment

Provide support to the HR Officer in the following areas:

- the clearance of all new staff, including inputting DBS applications and verifying ID online
- review Associate Staff Job Descriptions and grading levels to evaluate roles and grades across the academy
- advise on occupational health referrals and advise the headteacher on disciplinary and capability procedures
- advise with the management of all staff contracts, checking accuracy and appropriate contracts are issued
- Provide information to SLT and Governors in relation to any policy updates on DCC or CES Policies followed by the academy

**Administration**

1. Manage the whole school administrative function and lead all associate staff.
2. Design and maintain administrative systems that deliver outcomes based on the school’s aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
7. Benchmark systems and information to assess trends and make appropriate recommendations
8. Oversee information for publications and returns for the ESFA, DfE, CES and other agencies and stakeholders within statutory guidelines
9. Support the Data Protection Officer and Head of Communications with the General Data Protection Regulations
10. Support the Clerk to Governors to track all school policies and ensure they are updated in accordance with the policy review schedule

**SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher.

It should be noted that the notice period for this position is three months.

Signed ..... Post Holder      Date .....

Signed ..... Headteacher      Date .....

Agreed: June 2019

Review: