



JOB DESCRIPTION - SCHOOL BUSINESS MANAGER, MILFORD INFANTS' SCHOOL AND PRESCHOOL

Department:	Education
Section:	Milford Infants' School and Pre-School
Job Title:	School Business Manager
Reports To:	Headteacher
Main Purpose of Job	
● To be a member of the Senior Management Team. ● To have particular responsibility for the professional leadership and strategic management of the admin team, catering and premises team. This includes managing budgeting, associated systems and finance, day-to-day management of the deployment of appropriate staff, responsibility for the provision of training and CPD for staff, health and safety, school meals and premises. ● To oversee all external contracts and secure good value for money. ● To plan, manage and co-ordinate the work of the administration, kitchen and premises staff. ● To use knowledge and experience to develop policy, systems and procedures and make decisions appropriate to the requirements of the school, and/or complimentary to the guidelines, recommendations or legislation applicable. ● Ensure effective organisation and deployment of resources across the school in order to achieve positive outcomes for all pupils. ● To seek and gain external sources of income to allow the extension of school provision. ● To actively support the raising of standards of Teaching and Learning and achievement for all pupils. ● To manage various contracts to secure good value for money. ● To run the financial side of the Pre-School, including invoicing parents, claiming funding from County, managing the waiting list and admission.	

Main Responsibilities and Duties

General

- To make a strong contribution to the formation of the School Development Plan and the determination and management of the deployment of the school budget of £1.8 million +.
- To manage and co-ordinate administration, finance and premises, and associated staff.
- To create policies local to the school to ensure and maintain the overall operation of the school systems and support services.
- To be the school's specialist in finance, administration, HR and premises management, including Health and Safety. To develop policy, systems and procedures tailored to the needs of the school and based on sound principles, ideally gained through professional qualification (eg AAT, CSBM, DSBM or similar).
- Use knowledge of available guidance or legislation to make decisions appropriate to the requirements of the school regarding areas of responsibility.
- To provide short, medium and long term strategic planning, evaluation and direction through the provision and development of all the above services in the school, linking to the School Development Plan as appropriate.
- To manage and co-ordinate the day-to-day deployment of appropriate staff, including the planning and support of staff development, recruitment, grievances and discipline, thus securing effective deployment of resources.
- To facilitate communication systems between staff, including ensuring electronic means of communication are functioning and used.
- Run the financial elements of Preschool including all the funding and invoicing.

Governance

- To advise, guide and make recommendations to the governing body and leadership group on legislation, HR, training, administration, Health and Safety, finance, building and contract management, to support the decision making process.
- To provide advice and guidance on all personnel issues, ensuring all staff receive a contract of employment, undergo pre-employment checks and are paid at the appropriate level, submitting monthly salary adjustments as required.
- To advise and support the school's response to local and national initiatives.

Finance

- To develop and manage systems of budgetary and financial planning and control, including budget management, financial monitoring, cash management, investment, credit control and contract management, in order to optimise best value and maximise efficiency.
- To actively seek and secure funding streams to enable school development.
- To actively investigate and develop new ideas and approaches to generating additional income through business ventures and fundraising.
- To contribute, cost, oversee and evaluate all elements of the School Development Plan.

Premises

- To oversee and project manage school building improvement works which fall outside of the LA.
- To liaise and work closely with the school's Building Surveyor to ensure that the full programme of school building and premises work is able to move forwards swiftly, thus bringing the school buildings and premises fully up-to-date to meet the needs of the 21st century school.
- To manage the upkeep and capital development of the buildings and grounds, their security, maintenance of fabric, furniture and equipment, ensuring the school secures value for money in its supplies and services, providing a high quality learning environment which is attractive to the wider community.
- To ensure arrangements for securing the premises and its contents are in place.

Pre-School

- To track all the sessions booked and invoice the parents accordingly.
- To claim the hours used from County
- Manage the waiting list and admissions.

Extended School

- To ensure an effective and efficient business service for the whole extended school.
- To promote the use of the school's facilities to provide income for the school.
- To input and advise on the organisation of activities beyond timetabled lessons, and manage their implementation.
- To advise and support the Headteacher and governors in meeting their statutory responsibilities regarding planning, approval and management of educational visits.
- Maintains the inventory of IT equipment, adding and deleting items as necessary.
- Complete DBS checks for new staff / volunteers, update SIMS and maintain the Single Central Record throughout the year. Ensure this is checked by Headteacher and Chair of Governors.
- Completion of various statutory returns and non-statutory returns such as CENSUS returns.
- Administer the bank account for the schools unofficial funds, keeping manual accounts and producing the end of year statement of income and expenditure. Receives and banks cash and cheque income and issues payment cheques when required.

Facts and Figures

- Has personnel management responsibility, managing contracts, payroll, attendance and sickness recording.
- Contributes to, manages and monitors an annual budget of £1.8 million +, ensuring value for money and that funds are matched to the needs of the School Development Plan.
- Line manages 5 staff.
- Manages all contracts.

SUPPORTING PROCESSES

Problem Solving and Creativity

- Has a clear vision for the development of the school.
- Works within recommended guidelines in financial, personnel and administrative practices, but exercises discretion in management of the guidelines.
- Has the ability to 'think outside the box'.
- Promotes good working relationships throughout the school.
- Produces guidance and advice in accordance with the requirements of the school and as an outcome of self evaluation.
- Explores alternative methods of funding.
- Works to deadlines on financial and other reporting requirements.
- Makes detailed logistical arrangements for the recruitment of all staff.

Decision Making

- Makes decisions regularly to ensure best value and effective deployment of school resources.
- Decides courses of action based on analysis of research, the School Development Plan, Access Plan and Asset Management Plan.
- Makes decisions regularly to ensure pupil safety and wellbeing through deployment of expertise on Health and Safety issues.
- Uses knowledge of local and national initiatives to prioritise next steps for the school and secure funding.

- Makes emergency decisions when working alone on site during school holidays, using experience and discretion to select the best response.

Physical Effort and Working Conditions

- Meets with building and grounds maintenance contractors outdoors, and during school holidays when postholder may be the only member of staff on site.
- Frequent site reviews over extensive school grounds to ensure Health and Safety of site.
- Meets offsite with other professional bodies.
- Attends Senior Management Team meetings after school hours.
- Attends governors' meetings in the evenings (at least 7 times each year).

Contacts and Relationships

- Day-to-day contacts with school staff to advise, direct, evaluate and influence courses of action.
- Advise and influence meetings in respect of main responsibilities.
- Regular contact with a range of Local Authority departments and officers, colleagues in other educational settings and school governors.
- Regular contact with project managers, contractors, suppliers and members of the public, to convey information and/or resolve problems.
- Daily contact with other members of the Senior Management Team, administrative and premises staff.
- Daily contact with parents and pupils.

Additional Information

This post requires:

- The ability to be proactive in initiating actions.
- An enthusiasm and commitment to continual school improvement.

Knowledge, Skills and Experience

- A good level of general education is essential, as well as evidence of further qualifications which are role specific (AAT, CSBM and DSBM are highly desirable).
- Broad knowledge and management experience of financial, HR and office administration systems, a knowledge of local government practices, experience of personnel management.
- A high level of effective communication skills.
- Confidence, resilience and problem solving capacity.
- A strong knowledge of Health and Safety requirements.