



## JOB DESCRIPTION

<b>Job Title:</b>	School Business Manager
<b>Location:</b>	Bankside Primary School
<b>Grade:</b>	PO3
<b>Conditions of Service</b>	NJC
<b>Hours:</b>	37 hours a week, Monday – Friday (52 weeks)
<b>Responsible To:</b>	Headteacher
<b>Responsible For:</b>	Administrative Staff

**Special conditions** this post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. There is a service requirement to occasionally work outside school hours and off the school site, as required.

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

**Job Purpose:** As a member of the Senior Leadership Team (SLT), take a lead role in planning, designing, organising, monitoring, and evaluating administrative systems within the school. Line manage staff, support health and safety procedures and oversee all financial aspects, including developing strategies to generate income for the school, with a focus on marketing the nursery and Reception setting. Report to the Governing Body and manage capital projects. Support the Headteacher in achieving the school's wider strategic aims and contribute to fostering the school's ethos.

### Responsibilities:

#### 1. Leadership and Management:

- Serve as the school's leading non-teaching support staff professional, part of SLT, assisting the Headteacher in ensuring the school meets its key priorities.
- Promote high standards of business ethos within the administrative function, ensuring effective resource use to support the school's objectives.
- Provide advice and support for strategic decision-making within SLT.
- Plan and manage change in alignment with the school's development/strategic plan.
- Attend Leadership Team and Governing Body meetings, making relevant contributions.

- To advise Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and matters in relation to the school's disciplinary policy.
- To maintain confidential staff records and ensure that staff records and held in the school by others are kept confidential.
- Support and inspire confidence and high standards in colleagues, liaising between staff, teams, departments, and stakeholders as necessary.

## **2. Financial Resource Management:**

- Oversee the management of the school's financial resources, including accounting, budgeting, procurement, and reporting, in collaboration with the Headteacher and LCC Finance.
- To advise the Head and Governors on financial policy, preparing appraisals for particular projects and having a strategic view of financial planning over a three year period.
- To prepare for approval by the Head and Governors the annual estimates of income and expenditure. To work with the resources sub-committee in obtaining agreement of budgets and monitor income and expenditure.
- Ensure compliance with FMSiS and financial regulations, managing service contracts, licenses, and insurance policies.
- Lead efforts in securing funding, managing the School Fund, and assist the Governors in completing the Schools Financial Value Standard (SFVS).
- To use financial information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school, implementing the approved insurances and handling any claims that arise.
- Report to the Governing Body and Resources sub-committee as required.

## **3. Human Resources and Staff Management:**

- Manage recruitment, personnel procedures, and staff development, including the DBS register and employee records.
- To ensure that the school is thoroughly safeguarded through the management and administration of the Single Central Record.
- Line manage relevant staff holding regular supervision meetings for their support.
- Co-ordinate and administer training and professional development (CPD) for staff, ensuring a commitment to high standards.
- Develop and implement performance management systems for line-managed and support staff, alongside the Headteacher and Governors.
- Contribute to procurement and recruitment processes, managing voluntary and work experience placements.

## **4. Health and Safety:**

- Collaborate with the Headteacher and Estates Manager to ensure the well-being of students, staff, and visitors through regular reviews of policies, risk assessments, and procedures.
- Collaborate with Headteacher and Estates Manager to develop and maintain the Emergency Plan in coordination with the Local Authority and Civil Emergency Services.

**5. Technology and IT Management:**

- Support the Leadership Team in evaluating and improving the school's technology systems, ensuring optimal use and best value for money.
- Oversee the management of communication systems, including the reception desk and office technology, ensuring effective service delivery.
- Implement contingency plans for technology failures, ensuring resources, support, and training for staff to maximize the use of IT systems.
- Streamline data collection systems and support staff with relevant tools to provide efficient information to stakeholders.

**6. Administration Management:**

- Lead the development and maintenance of the school's management information system, ensuring timely and accurate reporting to external agencies including for the School Census.
- Oversee all administrative functions, including managing correspondence, completing forms, and supporting meetings.
- Provide detailed analysis and evaluation of school data, including pupil data, producing necessary reports.
- Support the school's marketing and promotion efforts through research and communication.

**7. Professional Development and Compliance:**

- Demonstrate a commitment to personal professional development and participate in performance reviews and appraisals.
- Ensure adherence to the school's ethos, policies, and practices, maintaining high standards of attendance and punctuality.
- Maintain confidentiality and follow Data Protection and Freedom of Information policies
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings, training days/ events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. 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 equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council

**8. Other Duties:**



- Perform any other reasonable duties as requested by the Headteacher, ensuring the effective operation of the school.
- The duties outlined are not meant as an exhaustive list and will comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

## Person Specification – School Business Manager

### **Qualifications:**

#### **Essential:**

- Educated to degree level or with equivalent experience or
- Certificate in School Business Management or equivalent and
- Evidence of continuous professional development

#### **Desirable:**

- Member of the Institute of School Business Leadership

### **Experience:**

#### **Essential:**

- Substantial experience of managing strategic financial plans
- Experience of managing within an educational environment
- Experience of budget management, financial reporting, and procurement
- Experience of managing teams
- Experience of contract negotiation and monitoring
- Experience of HR structures, procedures, and regulations

### **Skills, Knowledge & Competencies:**

#### **Essential:**

- Ability to deliver services and systems for effective school management
- Thorough knowledge of administrative systems
- High-level written and oral communication skills
- Ability to use ICT effectively in the administration and management of the school
- Ability to work both as part of a team and independently as required
- Ability to prioritise conflicting requirements
- High-level organisational skills with the ability to deliver tasks/projects on time
- Ability to establish good relationships with governors, staff, pupils, parents, and external agencies
- Commitment to safeguarding and the well-being of children
- Understanding of Child Protection and Safeguarding issues
- Ability to deliver value for money
- Knowledge and understanding of different funding sources for schools
- Experience of bid writing for funds
- Understanding of promoting positive relationships with the wider school community

### **Personal Qualities:**

#### **Essential:**

- Able to work flexible hours to cover busy periods
- Full support for the aims, values, and ethos of the school
- Excellent interpersonal skills

- Ability to multitask and work under pressure without direct guidance
- Vision, energy, creativity, and imagination
- High personal motivation
- Enthusiasm, perceptiveness, and a commitment to fairness
- Sound judgement and decisiveness
- Open and honest approach
- Ability to maintain confidentiality at all times
- Commitment to personal development and the development of others
- Ability to work independently and as a team leader/member
- Willingness to challenge poor practice
- High degree of accuracy

**Leadership and Management Skills:**

**Essential:**

- Smart professional appearance
- Ability to lead and motivate teams, especially under pressure
- Ability to lead and manage change
- Respect for professionalism in others
- Ability to plan, prioritise, and react effectively
- Ability to find solutions to problems and challenges, delivering them on time and within budget

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