



Job Description

School Business Manager (Band 8)

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Job Purpose: To contribute to continuously improving the effectiveness and performance of the school by ensuring the effective oversight and delivery of the school budget and associated project budgets; establishing, developing and implementing mechanisms for the promotion of partnership and communication with all stakeholders; developing information sources and systems relevant to the work of the school; and developing, co-ordinating, implementing and monitoring policy and performance management. The post holder promotes the highest standards of business ethos within the administrative function of the school and ensures the most effective use of resources in support of the school's learning objectives, and is responsible for financial resource management, administration management, facility and property management, and health and safety management of the school as directed by the Headteacher or Chief Operating Officer.

Post Title: School Business Manager

Responsible to: Headteacher, with a professional link to the Chief Operating Officer

Workplace: Pele Trust schools

Manager Level: First Line Manager

Band: 8

Job Reference: SG67

Resources

Staff	Direct line management of staff as directed by the Headteacher.
Finance	Day to day oversight of the school budget and associated project budgets.
Physical	Responsibility for the accuracy and security of relevant school databases and the school website.
Clients	Extensive involvement with, and shared responsibility for, service users and partner organisations.

Duties and Key Result Areas

Budget Management

- Be responsible for the effective day to day oversight and operation of the school budget and separate project budgets.
- Monitor the delivery and progress of projects in terms of financial performance and outputs, taking responsibility for remedial action where necessary, in agreement with the Headteacher or Chief Operating Officer, deliveries and funding partners.
- Evaluate and advise on best value in relation to service level agreements and all contracts.
- Be responsible for identifying efficiencies, income generation and external funding opportunities, and for the overall smooth running of all business activity.
- Ensure that secure financial procedures are in place and meet the requirements for internal and external assessment.

Marketing and Communication

- Represent the school on external bodies and partnerships.
- Manage all communication activity to support the effective and efficient governance and delivery of the school's core business.

- Support the school in achieving its strategic aims through a range of media and events, including the production of publicity and information.
- Continually develop and promote the profile of the school through social media, websites, newsletters and other stakeholder communications.
- Ensure the effective running of the school's website and associated micro-sites, so that all partners realise their value in terms of information provision and the promotion of the school, partnerships, business, programmes and projects.

Information Management

- Determine the research and information needs of the school and continuously develop a range of information sources and databases relevant to the core business, for example management information systems, government websites, local authority databases and the single central record.
- Establish, develop and implement an effective, efficient and user-friendly information management system to record baseline information regarding school provision, activities and quality standards.

Performance Management

- Lead performance management activity for accountable teams, supporting the effective and efficient governance and delivery of the school's core business as directed by the Headteacher.
- Contribute to performance management systems and play a leading role, with other members of the Leadership Team, in proactively preparing for external inspections.
- Contribute to the development and implementation of service standards and continuous improvement.

Facility and Property Management, and Health and Safety

- Manage the maintenance of the school site through line management of the site team.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practice in estate management and grounds maintenance, monitoring and assessing the contractual obligations for outsourced school services.
- Manage the letting of school premises to external organisations for the development of extended services and to meet local community requirements.
- Ensure systems are in place for the effective monitoring, measuring and reporting of health and safety matters to the Headteacher, the Trust, the Academy Committee and, where appropriate, the Health and Safety Executive.

General

- Support the Headteacher in developing school events and in planning for the future progress of the school, paying particular attention to the demographic of the school catchment area and to planning for peaks and troughs in pupil numbers.
- Support the Headteacher in delivering robust and personalised people management systems in accordance with Trust policies and practice.
- Support and engage in any regionally or nationally relevant work related event or activity.
- Prepare reports for the Trust and stakeholders as requested by the Headteacher or the Chief Operating Officer.
- Conduct staff appraisals, allocate individual work objectives to reflect the service plan, identify training and development needs and prepare skills and workforce plans.
- Oversee staff absence management and manage cover for the school.
- Oversee the recruitment process for staff.
- Act as an outward-facing member of the senior leadership team at school events.

Additional Responsibilities

- Engage in promoting the values of, and acting as a role model for, the Trust.
- Be aware of and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the UK General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the Trust; comply with the principles and requirements of the Freedom of Information Act 2000; comply with the Trust's information security standards and requirements for the management and handling of information; and use Trust information only for authorised purposes.
- Undertake other duties and responsibilities as required, commensurate with the nature, level and grade of the post.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements	Ability to travel to Trust and other schools, area offices, meetings or other venues as required on occasion.
Working patterns	Full time, all year round. 37 hours per week, usually Monday to Friday between 08:00 and 17:00, with a requirement for some evening working to support school events, parents' evenings and governance meetings.
Working conditions	Mainly office based, with some travel required. Mainly indoors, with exposure to working outdoors.

Please note that successful applicants will be required to comply with all Trust policies.

Person Specification

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Specification	Essential	Desirable
Knowledge and Qualifications	Educated to degree level, or an equivalent level of experience gained in a large organisation. Knowledge of systems which facilitate the achievement of performance and quality goals. Good IT skills.	Relevant professional qualification. Post graduate qualification in management or a related area.
Experience	Substantial experience in a service operation, financial, human resources or information management role. Experience of managing staff, budgets and physical resources. Managing systems for measuring performance and assuring quality, linked to customer needs and organisational targets. Preparation of clear and concise reports, including recommendations, and devising and delivering action plans.	Successful application of quality assurance models. Development of communications strategies within a multi-agency or partnership environment. Experience of working with local media. Working in partnership with a range of organisations on multi-agency projects.
Skills and Competencies	Excellent communication and interpersonal skills, with the ability to communicate effectively at all levels. Excellent organisational skills. Able to work collaboratively with partners, with a customer focused approach. Methodical, accurate and thorough, with the ability to be innovative and creative in order to inspire team members and partners. Adept at planning and prioritising resources, including own time. Able to listen, consult with others and communicate clearly. Skilled in writing clear and logical reports. Able to develop and deliver clear work programmes and targets.	
Other	Able to manage pressures from conflicting deadlines and frequent interruptions. Emotionally resilient.	

	Customer led and committed to continuous improvement. Able to work alone with minimum supervision. A team player.	
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