

# HANDSWORTH PRIMARY SCHOOL

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**Headteacher – Jill Augustin BSC (Hons), NPQH, MA (ed), LLE**



<b>Job Title:</b> School Business Manager	<b>Grade:</b> PO3 or PO4 dependant on skills and experience
<b>Work Location:</b> School Based	<b>Salary Range:</b>
<b>Reports To:</b> Head Teacher	<b>Leads &amp; Manages:</b> School Office, Finance Administration, Site Manager, Technicians

## **JOB PURPOSE**

1. The School Business Manager is the school's leading support staff professional to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

## **GENERAL DUTIES**

### **Leadership & Management**

1. Attend appropriate staff meetings and Governors' sub-committee meetings offering financial and personnel support and advice as required. To provide information on the annual budget statement, CFR Return, Financial Summary and Statement of Internal Control.
2. Assist the school's Senior Management/Leadership Team with strategic decision making
3. Plan and manage change in accordance with the school development/strategic plan.
4. To lead and line manage all school support staff including assisting in the creation and implementation of recruitment, induction, appraisal, training and monitoring of systems for these staff.

### **Financial Resource Management**

1. To be responsible for the effective management of financial administration procedures, including responsibility for compliance and financial regulations.
2. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
3. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
4. Discuss, negotiate and agree the final budget

5. Use the agreed budget to actively monitor and control performance to achieve value for money and advise the Headteacher/Finance Committee of possible under/over spending whilst providing options for varying expenditure.
6. Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants and provide on going budgetary information to relevant people
7. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
8. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
9. Identify additional finance required to fund the school's proposed activities
10. Seek and make use of specialist financial expertise
11. Maximise income through lettings and other activities
12. Managing procurement and being responsible for securing relevant sponsorship.
13. Maintaining assets register and inventory.
14. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
15. Preparation of work specifications for tender and assisting with the selection of contractors.
16. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
17. Monitor the effectiveness and implementation of agreements
18. Ensuring the proper collection, reconciliation and banking of any monies received by the School.
19. 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.

### **Administration Management**

1. Manage the whole school administrative function and lead all support staff.
2. To be responsible for the systems and general management of the School's administrative and financial computer network, 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. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DCSF, LA and other agencies and stakeholders within statutory guidelines.
10. Process all applications for places at St Katharine's and liaise with the Admissions Committee to offer or decline places and maintain a waiting list
11. Prepare all necessary paperwork for School Admission Appeals in liaison with the Admissions Committee

### **Management Information Systems & ICT**

1. Consider approaches for existing use and future plans to introduce or discard technology in the school
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money

4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
5. Establish systems to monitor and report on the performance of technology within the school
6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
7. Ensure contingency plans are in place in the case of technology failure
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
9. To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness. To maintain the security of school information and ensure that the school ICT is a safe environment for children.

### **Human Resource Management**

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.
2. To be responsible for the completion of all new starter paperwork and other documents relating to staff employment and maintain the Personnel database.
3. To liaise with Headteacher on personnel issues.
4. To liaise with external organisations to ensure that the appropriate clearance for new staff is received – medical checks, Criminal Records Disclosure and obtainment of employment references.
5. To be responsible for the maintenance of confidential staff records.
6. Ensure the school's equality policy is clearly communicated to all staff in school
7. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
8. Manage recruitment, performance management, appraisal and development for all support staff.
9. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
10. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
11. Monitor the way policies and procedures are actioned and provide support where necessary
12. Seek and make use of specialist expertise in relation to HR issues
13. Evaluate the school's strategic objectives and obtain information for workforce planning
14. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

### **Estate Management**

1. To implement risk management and loss prevention strategies in the school to reduce risk insurance costs.
2. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
3. Ensure the safe maintenance and security operation of all school premises
4. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
5. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
6. Ensure the continuing availability of utilities, site services and equipment
7. Follow sound practices in estate management and grounds maintenance including organizing and upkeep of playing fields, gardens, all weather surfaces and drainage and to ensure the maintenance thereof.
8. Monitor, assess and review contractual obligations for outsourced school services
9. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided

10. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
11. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

### **Health & Safety**

1. Act as the school's Health & Safety Co-ordinator and Fire Officer and be responsible for the management of Health and Safety within the School.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

The school business manager will also be expected to perform other, reasonable, tasks appropriate to the role to meet the outlined purpose of the role.

## School Business Manager Person Specification

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	Recognised management/business degree, NVQ 4 or equivalent related professional qualification.	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management	Certificates at selection event
<b>Training</b>	Evidence of Continuing Professional Development.	Member of National Association of School Business Management	Application form. Selection event
<b>Experience</b>	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing change projects. Managing teams. Managing HR. Managing H & S. Several years experience working in an office environment at senior level.	Managing within an educational environment.  Managing at a Senior Management Team level.	Application form. Selection event
<b>Knowledge and Skills</b>	<p>Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives.</p> <p>Able to understand national &amp; regional educational services and deliver appropriate strategies. Able to lead teams and individuals.</p> <p>Able to strategically influence decision making within the school. Able to use a range of ICT packages.</p> <p>Excellent numeracy/literacy/ICT skills</p> <p>Ability to interpret advice/statute and to devise policy/practice in the light of these</p> <p>Ability to relate well to children and adults</p> <p>Ability to persuade, motivate, negotiate and influence</p>	<p>Understanding of educational enterprise issues.</p> <p>Understanding of promoting positive relationships with the wider school community.</p>	Application form. Selection event
<b>Personal Qualities</b>	<p>Highly developed interpersonal skills including influencing skills.</p> <p>Support and demonstrate commitment to the vision for the establishment of the school</p> <p>Support the Headteacher in the management of change and improvement in pursuit of strategic objectives</p> <p>Prioritise, plan and organise direct and co-ordinate the work of others, build,</p>		Application form. Selection event

	<p>support and work with high performing teams</p> <p>Work as part of a team</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Devolve responsibilities, delegate task and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff.</p> <p>Seek advice and support when necessary</p> <p>Deal sensitively with people and resolve conflicts.</p>		
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