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| **Profile Title and Grade** |
| School Business Manager Band 10  | **JOB ID;** SBM10 |
| **Possible local job titles** |
| School Business Manager, School Administrator |
| **Purpose of the role** |
| Within the school undertake a significant role in the planning, development and monitoring of support services, administrative systems and/or the management of administration staff, including co‑ordination and delegation of relevant activities. The Post Holder will collaborate with the School Leadership Group, attending Leadership and Governors meetings as appropriate and relevant to the role. |
| **Responsibilities** |
| As School Business Manager to work closely with the School Leadership Team;**Main Responsibilities by function;****Administration*** Lead on the operation, monitoring and evaluation of all computer-based school management and recording systems, and attendant procedures, and ensure the efficient running of those systems.
* Manage the development and implementation of the school’s annual cycle of administration tasks.
* Plan, manage, monitor and direct the work of administrative staff.
* Conduct an annual appraisal for administrative support staff as directed
* Undertake recruitment/induction/appraisal/training/mentoring as appropriate
* Provide detailed analysis and evaluation of data and produce detailed reports and information as required
* Produce, and respond to, complex correspondence
* Provide organisational and complex advisory support to staff
* Lead on the development and implementation of administration systems and services and manage complex administrative procedures.
* Take responsibility for the completion and submission of complex returns/information etc, including those to outside and Government agencies
* Manage diaries as appropriate to include arranging meetings, conferences, travel and accommodation as required.
* Ensuring that the administrative functions of the school are carried out to required standards and deadlines, monitoring the progress of work.
* Be responsible for health, safety and security in the main office.
* Work with the Leadership Team in the production of components for the school’s administration function.
* Responsibility for the effective operation of administrative procedures.
* To work with the leadership team in the development and implementation of administration systems and services.

**Finance*** Present the School Leadership Team and Governing Body with information relating to the schools operational financial position as required and requested.
* To be responsible for the leadership, management and monitoring of the school’s main and other related budgets to include working closely with the Headteacher in agreeing and setting the budget.
* Monitor all budgets and provide the School Leadership Team, Head Teacher and Governors with information relating to the schools operational financial position
* Provide detailed information that contributes to the preparation and review of the School Annual Budget
* Cost and monitor proposals for change and provide information relating to the same to the School Leadership Team, Head Teacher and Governors
* Contribute to the development of financial policies and procedures locally and implement HBC financial policies.
* Day to day management of specific school funds
* Identify sources of external funding/income and assist school budget holders in the preparation of bids to secure the same.
* Advise on the generation of income
* Assist school budget holders with regard to spending plans
* Analyse school financial data against local and national benchmarks
* Liaise with the Local Authority regarding financial issues affecting the school and communicate this information to the School Leadership Team, Head Teacher and Governors
* Ensure the school complies with all financial policies and procedures including audit requirements and standards. Be responsible for providing advice and guidance to all school staff within this area of responsibility.

**School Site, Infrastructure and Resources*** Assist in the arrangement for the reception of visitors and to liaise with contractors, agencies and service providers (caretaking, catering, cleaning etc.) as required.
* Take responsibility for specific areas of premises activity as requested by the school. This may include supporting the organisation of whole-school function events and activities e.g. Parents Evenings, PD Days, Musical and Drama Productions, Social Events, PSA activities.
* Manage HR records with support from HBC HR staff
* Responsibility for the production of the School’s annual academic year calendar.
* Monitor service contracts
* Monitor school licences and insurance
* Monitor facilities including premises, lettings and associated income, building(s) and projects
* Participate in the marketing and promotion of the school and its facilities within the local community
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| **Indicative Knowledge, Skills, Experience** |
| * Level 4 Diploma in School Business Management (or meet the entry requirements to undertake the School Business Manager Programme with the Institute of Leadership and Management leading to acquisition of the same).
* Several years experience working in an office environment at a senior level
* Good numeracy/literacy skills
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| **School Ethos** |
| * Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* Within a responsibility of a duty of care, comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.
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