

## School Business Manager Job Description



**Post:** School Business Manager

**Accountable to:** Headteacher

### **Brief Description of the School**

Ongar Place Primary is a successful and popular school with an age range of 4 to 11 years and 210 pupils currently on role. We pride ourselves on valuing every member of the school community. We are committed to learning and academic progress but we believe that our commitment to each child is to identify and nurture their different skills and attributes. We aim to help children to develop the confidence and independence to embrace opportunities and overcome challenges. All our staff are dedicated to building good relationships with our children. We want to ensure everyone flourishes academically, socially and personally while having fun and enjoying some memorable moments.

Ongar Place was described by Ofsted in 2015 as being '... a good school. Staff work exceptionally well as a team and morale is high. They have established a calm working environment in which pupils' achievement and behaviour are good.' We believe that we have built on this further over the last three years and would welcome applications from individuals who will contribute to our further success.

We welcome visitors to our school and would be happy to show you around.

### **Purpose:**

To work alongside the Headteacher to provide strategic direction, vision and leadership for the school by:

- Leading and managing financial and administrative services in compliance with relevant regulations and school policies.
- Promoting the highest standard of business ethos within the administrative function of the school and ensuring the most effective use of resources to support learning.
- Taking responsibility for the maintenance, development, safe and efficient use of the school site and buildings.
- Leading and managing the office team, site manager, additional support staff (mid-day supervisors, breakfast club staff).
- Representing the school with suppliers, the local authority and other external agencies

### **Accountabilities:**

#### **Finance:**

- To ensure the effective management, reporting and recording of the schools finances according to appropriate policy and procedure.
- To effectively plan and manage the school budget and prepare and clearly communicate regular reports.
- To promote good financial management and advise the Headteacher and the school governors as required.
- To investigate and realise additional funding streams to promote school improvement.

#### **Leading Support Services:**

- To lead and manage caretaking and other facilities management services for the schools building and grounds.
- To review and direct the school's compliance with health and safety legislation.
- To lead and manage staff teams to support the school vision and school development plan.
- To act with integrity, honesty and fairness to safeguard the assets, finances and reputation of the school.
- To be familiar with Equal Opportunities good practise and to implement this in all aspects of working practice and promote it in the team and workplace

**Human resources**

- To manage the administration of pay and personnel matters.
- To manage the administration of recruitment and selection processes and participate in selection as required.
- To maintain all staff records in accordance with policy and legislation, including ensuring that checks in relation to safeguarding are undertaken for staff and volunteers.
- To work with senior leaders to ensure effective management and impact of professional development of staff that supports the school vision and the school development plan.

**Procurement:**

- To develop strategies that ensure the school obtains the best value for money from its resources to support the school development plan.
- To evaluate benchmarking data and other information to inform procurement decisions and plan resources and priorities.
- To lead the contract award process and ensure checks and balances are in place to ensure correct probity in the spending of public funds.

**Infrastructure:**

- To lead and implement an effective asset management strategy to optimise learning.
- To ensure the facilities and services necessary for the school are maintained to drive sustainability and support teaching and learning
- To work with the senior leaders to assess and co-ordinate the use of space within the school building and grounds.
- To strategically assess, with the headteacher, the use of resources and facilities and identify areas of potential collaborations and efficiencies to optimise learning.

**Communication and Marketing:**

- To lead, with the senior leadership team, the development and communication of the vision and values of the school and drive change and improvement in accordance with the school development plan.
- To secure funds and create revenues through strategic partnerships and successful grant applications and bid submissions.
- To oversee the development and upkeep of the school website to ensure it effectively promotes the school and fulfils legal compliance.

The duties above are neither exclusive nor exhaustive and the school business manager may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Please don't hesitate to direct any questions or queries to Mrs Tracy Good, Headteacher.