

Job description

Job title: School Business Manager (Secondary Schools)
Job ref: XS 9.1
School:
Grade: Dorset Grade 13
Reports to: Headteacher

Main job purpose

The post holder will be a member of the Senior Leadership Team and plays a pivotal role in the strategic development of the school. As well as managing the provision of a range of services supporting the education delivery to pupils, the post holder will lead whole school improvement through staff training and specific strategic project planning and management.

The post holder is responsible for advising on budget management, for developing strategies to maximise resources and for identifying and recommending to the Head teacher where savings can be made.

The post holder is also responsible for the effective management, review and development of the administrative, secretarial, reprographic and premises related service staff. The post holder is additionally responsible for the performance management for support services staff.

The post holder will ensure effective risk management for example in health and safety and in the management of any third-party service contracts.

The post holder may be required to act as the Clerk to the Governors

Main responsibilities and duties

To take the lead in the formulation of a long/medium/short term financial (revenue and income generation) strategies for the school and to initiate bids for financial assistance, general developments and proposals, liaising with the Head and governors as required.

Provide regular financial reports, advice and guidance to the senior leadership team and the Governors on financial management and make recommendations on expenditure and savings.

To lead and manage the financial services' staff and direct the work of such staff as required in the receipt for cash, reconciliation of accounts, orders and purchases. Have responsibility for maintaining, upholding and reviewing good financial practices in school with documentation for evidence.

To lead business improvement projects and activities to establish effective processes and systems, by reviewing working practices, performance and policy.

Provide strategic direction as well as line management of all support staff within the school. To deploy staff as needed to respond to changing patterns of service demand and to manage the training, development, work standards, attendance and discipline of all support service personnel.

To advise and guide the head teacher, SMT and Governors as to the development of finance/administrative systems within the school's integrated ICT development plan and in conjunction with the ICT manager advise the Head on the integrated use/bids for complementary development of systems within County Council guidelines.



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To act as the School's Personnel and Recruitment Manager, advising teaching and non-teaching staff on personnel and recruitment matters and liaising with the LA Personnel Department.

Responsible for ensuring that recruitment practices are fit for purposes and all necessary checks and authorisations are obtained and appropriate records kept.

To lead and manage the premises and technician services; to direct and deploy personnel within these services as appropriate and in response to changing patterns of service demand.

To take the lead in advising and guiding the Head teacher, SMT and Governors on property and premises related matters and providing advice to the Head teacher on the formulation of bids for major capital development funding.

To monitor the use of premises and to receive and act upon reports for the site personnel regarding the status of site grounds, buildings, fixtures and fittings to ensure appropriate standards of general safety and maintenance and to authorise repairs within defined budget limitations and in accordance with the financial regulations of the County Council.

To invite tenders for maintenance and services and advise the Head teacher/Governors appropriately; to monitor contractors' performance throughout the duration of major contracts, liaise with inspectors, architects and contractors to ensure best value within the terms of the contract.

Lead on business, finance, building and environment projects related to the school as directed by the Head teacher.

Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Supervision & management

The post holder will work without direct supervision of the head teacher or Governors. The post holder will be required to directly manage senior personnel within the identified areas of support services. There will be a need for the post holder to deputise for the Head Teacher in certain circumstances.

Problem solving and creativity

This is an important part of the role. The post holder is required to deal with day to day problems such as managing workloads, deployment of personnel, deployment of resources in case of emergency, and prioritisation of tasks. The post holder will also be required to solve problems such as strategic financial planning, integration and co-ordination of different contractor teams, deployment of BMIS funding to ensure on-going compliance with health and safety regulations.

Contacts & relationships

Daily contact with Head teacher and senior leadership team members, pupils and parents. Regular contact with Senior Governors (Chairman and Committee Chairs), LA officers, contractors and suppliers. Other contact with DCSF and other central government officials, locally elected council members, examinations bodies and charities form an additional feature of the work of the postholder.



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Decision making

Staffing deployment decisions within the support teams and specifically on a regular basis in site management contexts. Deciding appropriate contractors / tenders to recommend to the Head teacher. Determining appropriate eco-strategies to reduce school carbon-footprint. Monitoring capitation spending decide appropriate strategies to support budget holders and determine intervention triggers. Make financial decisions to obtain best value for money.

Resources

Office PC, scanner, printer and other computer related peripherals, key holder.

Working environment

Predominantly the post holder will work within an office environment but will be required to undertake site inspections on a regular basis. Occasionally will be required to lift packaged paperwork and support work of the site team in order to ensure practical needs of the school are met at short notice (e.g. Examination tables and chairs following evening lettings.)

Approval			
Prepared by		Date	March 2008
Designation			

