**JOB DESCRIPTION**

**School Business Manager**

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| **Job Title** | School Business Manager |
| **Band/Job Group** | Band G |
| **Hours/Weeks** | 37 hours per week / 52 weeks worked |
| **Special Conditions** | To be flexible to attend meetings beyond your working day for Finance, Health and Safety and Governor Meetings as and when required. |
| **School** | The Westminster School |
| **Responsible to** | Head Teacher |

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| **Job Summary**   * To be a key member of the School’s Administrative Support Team responsible for financial administration, support service supervision and service development across the school. * To ensure high quality day-to-day support services for school operations through effective deployment and development of administrative, financial and material resources. * To develop efficient and effective working practices in all above mentioned areas. * To provide clear supervision for all administrative/operational activities. * To be one of the designated members for Health and Safety * To co-ordinate, control and monitor the financial administration of the School Budget in line with Best Value Requirements. |

**Additional duties and responsibilities**

You will play a full part in the overall life of the school. You will:

1. Attend, advise and report to Governing Body and other appropriate meetings as required.
2. Be an effective team leader and have an understanding and awareness of how all aspects of the school function.
3. Take responsibility for high quality delivery of all aspects of own and team performance.
4. Play an active role in the day-to-day management and running of the school.
5. Represent the school when required at relevant meetings.
6. Ensure that school systems operate smoothly and effectively at all times.
7. Maintain and develop the constant drive for high quality and standards.
8. Arrange and manage the support for whole school functions and events actively and through your presence.
9. Maintain a high profile and credible presence around school with pupils, staff and visitors.

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| **Human Resources**   1. Be responsible for overseeing, developing and implementing coherent systems, structures, policies and administrative procedures 2. Take responsibility for the supervision of the Administrative and Technical Staff. 3. Carry out her/his responsibilities with due regard to the Council’s Equal Opportunities Policy. 4. Assist in relevant staff appointments and the administrative process of advertising and recruitment. 5. To continue to promote a positive ethos throughout the school. 6. To be responsible for the administration of the DBS (CRB) checks and maintenance of the Single Central Register across the school. 7. To sustain one’s own motivation and, where possible, that of other staff. 8. To contribute towards continued professional development through example and support. 9. To participate as a Team Leader and Supervisor for the Administration and Technical Staff. 10. To establish clear expectations and constructive working relationships among staff, through team working relations and mutual support, evaluating practice and developing an acceptance of accountability.   **Health and Safety / Facilities Management**   1. Act as one of the School’s Designated Health and Safety Officer to monitor all Health and Safety matters on the school site and ensure that necessary remedial action is taken. 2. To liaise positively with professional associations and outside agencies, as appropriate in respect of Finance, Resources and Health and Safety. 3. To advise the Governing Board through the process of reports and recommendations about matters of Health and Safety. 4. To secure the Safety and Welfare of staff and students through a robust Health and Safety system. 5. Monitor, review and evaluate the school’s Health and Safety Policy, Procedures and Action Plans in line with local and national regulations and guidance. 6. Ensure that all pupils, staff and visitors are able to comply with Health and Safety requirements both in school and off-site. 7. Identify and address the training needs of all staff in this area (e.g. Fire Marshals, Evacuation Chairs, Fire Safety Training etc.) 8. Help and advise staff to ensure that all appropriate risk assessments are in place. 9. Ensure compliance with best practice and statutory requirements in the area of Health & Safety. 10. To ensure compliance with all Local Authority advice regarding Health & Safety Policy and Procedures. 11. To facilitate Health and Safety audits and present Action Plans as appropriate. 12. To present Health and Safety Action Plans and Outcomes to the Senior Leadership Team and Governing Board as appropriate |

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| 1. Liaise with staff, Governors, external agencies and the Police over site security issues and co-ordinate necessary arrangements. 2. In collaboration with the FM and ICT providers : Manage and monitor building and capital projects.   **Administration**   1. Lead colleagues in business planning and ensuring that audit requirements are met. 2. Have overall responsibility for ensuring the provision of high quality administrative support services for all school needs. 3. Be responsible for Asset Management. This includes a strategic plan for the maintenance and development of the school in keeping with the Local Authority, DCSF guidelines and the completion of bids to secure additional accommodation and other resources. 4. To report, both verbally and in writing, to the Leadership Group, Governors and the Local Authority as required. 5. To oversee the establishment, maintenance and development of management information systems to support operational activities. 6. Facilitate accurate and efficient data transfer.   **Finance**   1. To be responsible for achieving, and maintaining, the School Financial Value Standard. 2. Maintain an overview of the following within the existing Financial Monitoring SLAs:    * The School’s Budget and Standards Funding    * Monitoring Reports    * School Fund    * Other Income    * Budget Models    * 3-Year Financial Forecasts 3. Ensure that there is financial probity and that audit recommendations and financial requirements of the Local Authority are implemented. 4. Work with Senior Staff in the preparation of bids for specific grants and tendering. 5. Secure sponsorship and organise fund raising activities. 6. Work with staff to obtain best value in purchasing for the school. 7. Secure best value for the school in areas of service contracts, capital projects and insurance policies. 8. Manage budgets for Formula Capital expenditure, repairs and furniture. 9. Assist in the financial costing of the School Development Plan. 10. To ensure that all FMSIS and Local Authority standards and systems are adhered to. 11. Monitor the use of all financial and material resources used by the school to ensure that Best Value is obtained. |

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| 1. To actively assist in identifying alternative funding arrangements for the school e.g. sponsorship. 2. Ensure that financial regulations and standing orders are followed. 3. Responsibility for compiling and updating the School Inventory, with assistance from other clerical staff where necessary. 4. To undertake all financial arrangements for offsite activities. 5. To acquire where necessary, in line with standing orders, quotes for goods and services. 6. Liaise with officers of the council. 7. Liaise with external providers. 8. To take responsibility for own continued Professional Development, including using new technology and attending relevant courses as required. 9. Liaise with staff, suppliers of goods and services plus external agencies.   **Governor Support**   1. Participate in the appropriate Committee meetings. 2. To ensure that adopted policies are distributed appropriately.   **Building School for the Future – Service Level Agreements Administrator**   1. To be responsible for the management, upkeep and compliance of service agreements with FM and ICT providers. 2. To ensure that all service level agreement work are carried out in a timely manner by FM and ICT providers. 3. Attend monthly operations meeting organised by the LEP 4. To investigate availability and suitability of options of new purchases 5. To calculate and compare costs for required goods or services provided by FM and ICT Provider to achieve maximum value for money. 6. To plan for future development in line with strategic business objectives 7. To manage and lead charge to ensure minimum disruption to core activities. 8. To check that agreed work by FM and ICT providers has been completed satisfactorily and follow up on any deficiencies. 9. To monitor and demonstrate achievement of agreed service levels, plus lead on improvement. 10. To respond appropriately to emergencies or urgent issues as they arise. 11. To conduct regular reviews to ensure compliance with Health and Safety regulations.   It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.  Use of ICT as required.  Such other duties as may be appropriate to achieve the objectives of the post to assist The Westminster School in the fulfilment of its objectives commensurate with the post-holder’s salary grade, abilities and aptitudes |

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| The post-holder must at all times carry out his/her responsibilities with due regard to the Council’s policy, organisation and arrangements for Health & Safety at Work.  All staff within the school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the school. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions. |
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