

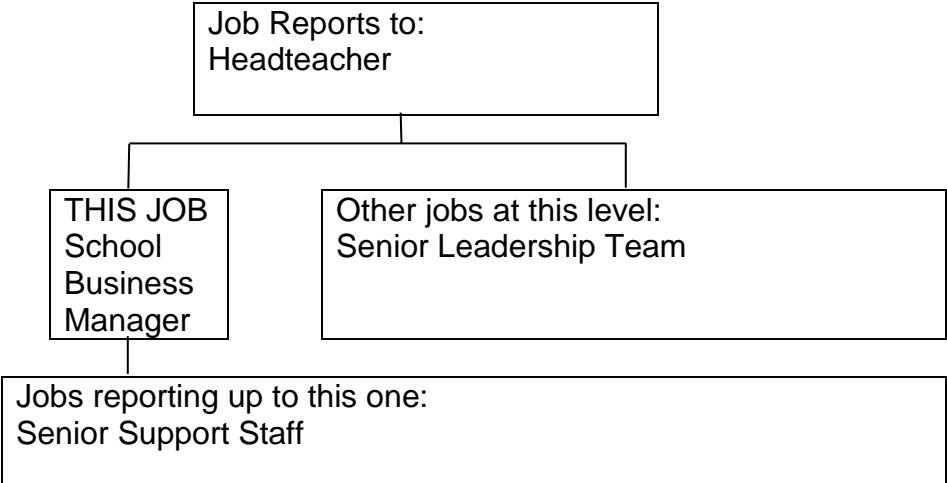
JOB DESCRIPTION

Job Title: SCHOOL BUSINESS MANAGER		Reports to: Headteacher
Salary: Grade 10		Based: Fulford School
1.	MAIN PURPOSE OF JOB <ul style="list-style-type: none">• To be responsible for the provision of financial and other management information to guide strategic decisions, including management of the Fulford school budget. This will involve the efficient deployment and development of the financial, physical and human resources within the school (170 staff) and its operating and reporting systems.• To lead on all aspects of finance, premises & facilities in liaison with relevant members of the SLT (Senior Leadership Team).• To act as a full member of the SLT.• To be responsible for ensuring that the school complies with all Health & Safety legislation• To drive large capital projects from inception to successful completion.• To manage and develop a team of staff delivering financial and other specialist roles (e.g. site staff) within the school setting.• To take a lead role in planning, development and improving systems policies and procedures.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
2.1 FINANCE		
	i.	To oversee the management of all school finances (including School Fund Accounts) in line with statutory, mandatory and discretionary financial regulations.
	ii.	To assist with the preparation and monitoring of the school budget with leadership from Trust CFO.
	iii.	To advise the Headteacher and Governing Body on budgetary matters and present financial reports to Governors' Finance and Resources and Full Governing Body committees focussing on future years' projections, benchmarking and best value
	iv.	To maximise income generation within the ethos of the school through marketing and promotion of the campus and/or securing funds from other revenue streams including the preparation and submission of bids where relevant.
2.2 SITE AND FACILITIES MANAGEMENT		
	i.	Responsible for tendering and management of capital related projects. To ensure best value in the acquisition of all services and resources including the negotiation of tenders, contracts and service level agreements.
	ii.	To have oversight of all capital projects, ensuring quality, time and budget conditions are adhered to.
	iii.	Leadership and management of the Site Manager to ensure day to day repairs, maintenance and health & safety issues are dealt with in accordance with procedures.
	iv.	Responsible for out of hours/weekend/out of term time use of facilities including co-ordinating with Community Education and the Site Manager for provision of facilities.
	v.	To oversee the management of the letting of school facilities ensuring including adherence to school policies and procedures with outside parties.

	vi.	To have overall budgetary control of all premises related purchases, contracts and services adhering to best value and procurement regulations.
	vii.	To liaise with the Headteacher regarding the development and maintenance of the school's asset management plan.
	viii.	To coordinate the use of the site as an Emergency Rest Centre
	ix.	To ensure the effective management of the catering service level agreement and site services provided by other outside agencies.
HEALTH, SAFETY & ENVIRONMENT		
	i.	To be responsible for the implementation of the school's risk management policy
	ii.	To act as the school Health & Safety Officer
	iii.	To advise all staff on H&S procedures in school through the facilitation of training and induction.
	iv.	To work with the SLT, students, governors and parents reduce the environmental impact of the school and improve its sustainability
HUMAN RESOURCES		
	i.	To lead and line manage the senior support staff who undertake a wide range of differing tasks and whose function is to ensure the efficient running of the whole school. Including HR, Senior Site Manager and Office Manager.
	ii.	To represent support staff at senior level.
	iii.	To manage the workload of staff via delegation and/or allocation of work to others within the team to ensure competing demands are reconciled in the best interest of the school.
	iv.	To create, develop and update job descriptions for support staff and to lead on their recruitment with appropriate members of the SLT.
ADMINISTRATION		
	i.	To oversee the schools admin function alongside the school office manager
	ii.	To be accountable for the school's adherence to relevant policies and procedures including the GDPR and relevant data protection legislation. This includes the accountability for maintenance of asset registers, privacy notices, privacy impact assessments, data retentions and other associated documentation and procedures outlined in the Information Management Policy in conjunction with the office manager and other relevant staff.
	iii.	To lead and oversee the effective planning, design, development, implementation and monitoring of support systems, policies and procedures.
IT		
	i.	To work alongside school based IT staff to facilitate school IT and network requirements from a budget and operational perspective.
GENERAL		
	i.	Attendance at school events including <ul style="list-style-type: none"> Finance and Resources Committee meetings and to regularly provide budget reports and financial forecasts to this body SLT meetings PTA meetings And; where appropriate, parents' evening, and open evenings.
	ii.	To undertake special projects/assignments relating to strategic management of the school.
	iii.	To be responsible for the school's adherence to relevant policies and procedures including data protection, health and safety and employment law.
	iv.	Responsible for the provision of specialist advice and guidance to the SLT / Governing body
	v.	To produce letters, documents and reports often of a complex nature, within set guidelines and proscribed timeline

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <ul style="list-style-type: none"> • Represent support staff at senior level and to governors. • Direct management of senior support staff with responsibility for appraisal, CPD and/or appropriate training and monitoring of work. • Oversee the management of all campus related external contractors including project planning. • Direct liaison with contracts managers responsible for catering, cleaning and grounds maintenance. Ensure that contractual obligations are fulfilled and that their staff comply with school policies. <p>No. Reporting - Direct: Usually 5 or more staff</p>
4.	<p>CREATIVITY & INNOVATION</p> <ul style="list-style-type: none"> • Subject to minimal supervision, established procedures, practices and routines, where these exist. • Will be required to deal with complex problems on a daily basis. • Will be required to use initiative and interpret legal guidelines. • The postholder uses initiative in proposing changes to working practices and/or processes for own and departments work • Continually assessing work improving systems as necessary. • Publicise and market the school through the media and internet, build business partnerships. • Ability to give advice and seek information from pupils / parents • Oversee the production of all school publicity / marketing publications
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Internal:</p> <ul style="list-style-type: none"> • Be an active and strategic member of the SLT, dealing with complex, confidential and/or sensitive issues which may not be straightforward and require diplomacy and tact to resolve. • Provide expertise, knowledge and advice on a regular basis to the Headteacher and governors. • Provide leadership to middle management and offer support and development opportunities to relevant staff. • A confident, calm and firm manner is required. • Regular contact with all staff, students. <p>External:</p> <ul style="list-style-type: none"> • Regular contact with external agencies, suppliers, contractors and community partners.
6.	<p>DECISIONS – discretion & consequences</p> <ul style="list-style-type: none"> • Making recommendation and decisions (applying expertise, knowledge and skills) is a key function of the role. • Management and prioritisation of own workload and that of senior support staff in line with the school's strategic aims, delegating work as appropriate. • Negotiation, problem solving, giving advice and seeking information • Management of direct school budget. • Responsible for recruitment and selection of identified support staff. • Oversight of GDPR and data protection involves risk of reputational damage, legal

	<p>action and financial penalty for non-compliance.</p> <ul style="list-style-type: none"> • Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines. • Initiate, prepare and manage projects and proposals. • Respond to any immediate problems which may arise. Use judgement to design, develop and implement/modify variations to processes and working arrangements to improve the quality of the work of the team. • Use discretion when responding to enquiries so as not to commit any breaches of confidentiality. • Failure to make appropriate and accurate decisions may mean that outcomes do not meet with expectations of projects. The quality of the decisions made will have an impact on timescales, costs etc. • The role the jobholder undertakes can have a significant effect on the staff morale and efficiency of the operation of the department and the service it provides.
7.	<p>RESOURCES – financial & equipment <i>(<u>Not</u> budget, and <u>not</u> including desktop equipment.)</i></p> <ul style="list-style-type: none"> • Overall responsibility for the correct use, security and maintenance of the school buildings, grounds, plant equipment, IT equipment, CCTV equipment, machinery, vehicles, furniture and fittings. • Overall responsibility for the safekeeping and maintenance of relevant school records, both electronically and manually, ensuring compliance with Data Protection legislation. • Overall responsibility for the safekeeping of all legal documents, cash and cheques within the school. • Responsible for School Fund.
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands Unpredictable with little routine. Required to work to strict deadlines set by external organisations. May be required to negotiate extensions to deadlines.</p> <p>Physical Demands, This role is largely office bound but sometimes involves moving around the school premises</p> <p>Working Conditions Normal office environment.</p> <p>Work Context Low risk of abuse from some students / parents and a risk from contagious illnesses</p>

9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> i. Degree (or equivalent professional) level qualification. e.g <ul style="list-style-type: none"> • NCSL Level 4/5 Diploma in School Business Management (formerly known as CSBM) ii. Knowledge of finance and accounting systems and audit procedures. iii. Knowledge of Health & Safety issues and legislation. iv. Knowledge of Facilities Management v. Knowledge of HR Management and practices. vi. Experience of leading and managing a team. vii. Competent with commonly used software packages and specific packages relating to financial management. viii. Knowledge of purchasing, procurement and tendering processes ix. Have an understanding of GDPR, Data Protection and Freedom of Information issues. x. Knowledge of Safe Recruitment and Child Protection issues and legislation. xi. Proactive, attention to detail with the ability to work under pressure to deadlines. xii. Ability to prioritise own work and that of others in line with the school's strategic aims. xiii. Ability to give clear, accurate advice. xiv. Ability to supervise, train and induct staff xv. Excellent verbal and written communication skills are required employing above average literacy and numeracy levels. xvi. Be able to give attention to detail, with the ability to work under pressure to strict deadlines. xvii. A proactive CPD record.
10.	<p>Position of Job in Organisation Structure</p>  <pre> graph TD A[Job Reports to: Headteacher] --- B[] B --- C[THIS JOB School Business Manager] B --- D[Other jobs at this level: Senior Leadership Team] C --- E[Jobs reporting up to this one: Senior Support Staff] </pre>