



Kirk Sandall Junior School

School Business Manager

Job Description

Grade: 8	Full time – 37 hours a week
Responsible to:	Executive Headteacher/Head of School/BFLPT CFO
Responsible for:	1 x Site Supervisor, 2 x Administrative and Clerical Staff
Purpose:	<p>To be responsible for the Management of the following principal areas.</p> <ul style="list-style-type: none">• Business Development• Financial Management• Personnel & Administration• Premises Management <p>To be a member of the School Management Team providing advice and information to the School Leadership Team.</p>

Main Duties and Responsibilities:

Leadership and Management

- Provide advice and guidance to the Headteacher, SLT and Local Governing Board in developing new initiatives and managing change and maintain an oversight of the services provided to the school, including development of those services.
- Be accountable for all support services:
 - Administration
 - Personnel
 - Finance
 - Premises and site

Business Development

- To prepare and implement a business plan which co-ordinates and develops the finances of the school.
- To investigate and implement means of generating additional income to secure the resource levels necessary to achieve the policies of Brighter Futures Learning Partnership Trust and the Local Governing Board through sponsorship and other income opportunities.
- To liaise with outside agencies and local groups as and when required.

Financial Management

- To provide strategic leadership in financial management to ensure the long term sustainability of the school.
- To effectively manage the school budget applying principles of Best Value to obtain value for money.

- To prepare for approval the determination of the annual budget, four year financial projection plans in line with the school development plan and to directly manage all non curriculum budgets within the Scheme of Delegation ensuring the effective deployment of all resources.
- To suggest ways of effecting budget efficiency savings.
- To oversee the ordering of goods ensuring these are completed in accordance with Best Value requirements, the Trust Financial Management Policy and the Academies Financial Handbook.
- To arrange for the payment authorisation and recording of all financial transactions in accordance the Trust Financial Management Policy and the Academies Financial Handbook.
- To oversee recording/administering of Petty Cash in accordance the Trust Financial Management Policy.
- To administer all aspects of school insurance.
- To ensure that computer files concerning financial resource matters are accurately maintained.
- To be responsible for the preparation and submission of bids to secure and generate additional funding from external sources.
- To attend meetings of the Local Governing Board when required and give advice, provide written reports to the Committees with recommendations for consideration.
- To minute Pay Committee and other meetings as required.
- To liaise with the Trust CEO and CFO as required.

Personnel and Administration

- To ensure the efficient running of the school's administration and support for teaching and learning, including the deployment of all support staff, the management of the school's documents, their completion and storage.
- To be responsible for the personnel administration, providing advice on recruitment procedures, induction, training needs the selection of all support staff and all associated personnel issues for all staff.
- To arrange for supply cover for all staff as may be necessary.
- To ensure that Safer Recruitment procedures are followed ensuring recruitment complies with Government guidelines as defined in KCSIE.
- To lead and manage administrative, site and pupil supervisory staff of the school, including appointment, induction, appraisal and development, to create a high performing team which understands their role and the contribution they make to the overall effectiveness of the school.
- To complete return to work interviews as appropriate, recording staff absence (both sickness and LOA) on the portal making the Headteacher aware of any issues in line with Managing Attendance Policy.
- To be responsible for maintaining SIMS database with regard to staff ensuring details are kept in accordance with Data Protection Act 2018 and GDPR and to prepare and submit School Workforce Census.
- To have overall responsibility of the school's Single Central Record for safeguarding purposes.
- To be responsible for ensuring the accurate collection, recording and production of all pupil data statistics.
- To be responsible for the school's administration, policies and procedures, ICT systems including phone systems, managing data records, licensing arrangements, lettings, producing reports and analysing data.
- To develop policy options on a range of school support matters including the use of school premises, resource matters and the marketing of the school.

Whole School Administration

- To ensure excellent administrative support is provided for the Headteacher and senior staff.
- To ensure the school's administrative systems and structures provide an excellent service.
- To ensure communication with all stakeholders is of a high standard.
- To oversee all statutory returns e.g. School Workforce Census, Pupil Census, Assessment Data, inventory of school resources and documentation to other schools, the LA, other Council Departments, external agencies and Government Offices.
- To support Exams Officer with all aspects of administration relating to exams.

- To produce a whole school calendar of significant dates and deadlines for the year, including review dates, assessment deadlines, relevant meetings etc.

Premises

- To be responsible for the management of the school sites and premises and including health and safety ensuring the effective management of building contracts.
- To identify projects for maintenance, security and improvement of the school premises for consideration of the Headteacher and Governors.
- To ensure that energy consumption is monitored and that energy saving measures are implemented.
- To formulate, monitor and implement the school's safety policies to comply with the regulations of the Health & Safety at Work Act and other related legislation to ensure the safety and security of all service users

Other

- Any other duties deemed necessary by the Headteacher and Senior Leaders which are within the grade boundaries of the post and considered essential for operational needs.