



School Business Manager Job Description

St Louis Catholic Academy and St Laurence Catholic Primary School are committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment

Hours:	37 hours per week across two schools Term time plus 20 days
Salary Scale:	26
Post Title:	School Business Manager
Responsible to:	Headteacher / Head of School
Responsible for:	All non-teaching support staff and contacted suppliers including: Administration, Site Staff, Midday Assistants

Purpose of the Job

To make a major contribution to the successful management and administration of the school and its day-to-day efficiency.

The School Business Manager:

1. Is the schools leading support staff professional and works to assist the Headteacher in her duty to ensure that the school meets its educational aims.
2. Is responsible for providing professional leadership and management of non-teaching school support staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. Models good practice when using different methods for communicating effectively with colleagues and stakeholders.
4. Promotes the highest standards and business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
5. Is responsible for the administration management; management information and ICT; human resource management; facility & property management; health & safety management of the school.
6. Will liaise with the Finance Manager/Officer to have a full insight on all financial matters relating to the school.
7. Is the face of the school for parents, contractors and all visitors. There are times when managing the reception will be necessary.

Administration Management

1. Manage the whole school administrative function and lead all support staff;
2. Ensure that systems are in place to maintain operational cover when staff members absent.
3. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals;
4. Manage systems and link processes that interact across the school to form complete systems;
5. Define responsibilities, information and support for staff and other stakeholders;
6. Develop process measures that are affordable and that will enable value for money decisions for those managing resources;
7. Establish and use effective methods to review and improve administrative systems;
8. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximum efficiency and avoid duplication;
9. Benchmark systems and information to assess trends and make appropriate recommendations;
10. Prepare information for publications and returns to the Department for Education, the local authority and other agencies and stakeholders within statutory guidelines;

Management Information Systems & ICT

1. Consider approaches for existing use and future plans to introduce or discard technology in the school;
2. Ensure that the school has a strategy for using technology aligned to the overall vision of the school and Trust ensuring value for money;
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school to ensure compliance.
4. Ensure data collection systems providing information to stakeholders are streamlined to maximum efficiency of the data supplied;

Human Resource Management

1. Liaise with the external payroll and HR provider for all school staff including the management of pension schemes and associated services;
2. Support school leadership in promoting the school's equality policy.
3. Support school leadership to ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements;
4. Manage recruitment, performance management, appraisal and development for non-teaching support staff;
5. Have regard to relevant wellbeing services and sources of support, and ensure the relevant legal, regulatory, ethical and social requirements.
6. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice;
7. Monitor the way policies and procedures are actioned and provide support where necessary;
8. Evaluate the school's strategic objectives and obtain information for workforce planning.

Facility & Property Management

1. Liaise with the Diocesan Property Services director as required.
2. Ensure the supervision of relevant planning and construction processes is undertaken inline with contractual obligations;
3. Ensure the safe maintenance and security operation of all school premises;
4. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings;
5. Ensure the continuing availability of utilities, site services and equipment;
6. Monitor, assess and review contractual obligations for outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided;
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively;
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements;

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer;
2. Plan, instigate and maintain records of fire practices and alarm tests;
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people;
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change;
5. Enable regular consultation with people on health and safety issues;
6. Ensure systems are in place to enable the identification of hazards and risk assessments;
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, governors and where appropriate the Health & Safety Executive;
8. Ensure the maximum level of security consistent with the ethos of the school;
9. Promote understanding of whole school responsibility for safeguarding the welfare of children and enhancing school and Trust wide safeguarding culture.

Responsibilities

1. To work in accordance with and contribute to the Catholic values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job;
2. Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person;
3. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment;
4. Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors;

Personal & Professional Development

1. Attend and participate in relevant meetings as required;
2. Participate in training, other learning activities and performance development;
3. To actively look for and participate in initiatives and opportunities to promote your own personal & professional development;

Confidentiality and Data Protection

1. To treat all information acquired through employment, both formally and informally, in strict confidence;
2. To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this;
3. Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.



Person Specification – School Business Manager

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A*
<u>Qualifications</u>			
Relevant finance/accounting/business qualification		✓	A
Certificate of School Business Management		✓	A
Degree level or equivalent		✓	A
IOSH qualification		✓	A
<u>Experience</u>			
Experience of working at a strategic level in organisation	✓		A/I
Experience of Business and Financial Management	✓		I/T
Practical experience of using ICT systems to deliver results	✓		A
Proven record of managing projects and achieving results	✓		A/I
Experience of Business Planning	✓		A/I/T
Experience of managing safety in the workplace	✓		A/I
Experience of working in a team and promoting good practices to move organisation forward.	✓		A/I
<u>Skills, knowledge and Understanding</u>			
Effective leadership and management skills	✓		I
Ability to effectively lead manage and develop a team across two school settings	✓		A/I/T
Ability to make a strategic contribution to the school	✓		I
Effective communication, negotiating and influencing skills	✓		A/I
Ability to effectively present written and verbal information to a variety of audiences	✓		I
Understanding of context for organisational management	✓		A/I
Excellent communication and interpersonal skills.	✓		A/I/T
Commitment to delivering a quality, customer focussed service	✓		A/I
Awareness of sensitive information and the Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.	✓		A/I/T
Ability to demonstrate respect for pupils, parents and staff and be able to listen to their views	✓		A/I
Ability to use initiative to achieve set deadlines and manage conflicting priorities.	✓		A/I
Displays commitment to the protection and safeguarding of children and young people	✓		A/I/T
Ability to manage contracts	✓		I
Ability to prepare funding bids	✓		A/I
Ability to work under pressure and to tight deadlines	✓		I
Ability to analyse and interrogate data management information to identify areas for improvement	✓		T
Good understanding of how to use IT to promote and drive school improvement	✓		A/T
Ability to plan, organise and manage a complex workload	✓		A/I