



## **JOB DESCRIPTION BISHOP STOPFORD'S SCHOOL**

**Post Title:** School Business Manager  
**Reporting to:** Headteacher  
**Hours:** 36 hours per week x 52 weeks per year

### **Core Purpose**

The School Business Manager is a member of the school's Senior Leadership Team and is responsible for the short, medium and long term strategic planning across the school in Finance, Human Resources, Health and Safety, Premises and IT. The School Business Manager ensures that the school's ethos and high standards are maintained in regard to those areas in accordance with the agreed policies and timetable; ensuring accurate financial records are maintained, as determined through published procedures and regulations by the Governing Body, Local Authority and Department for Education.

The School Business Manager is responsible for managing all services within the school that support learning, so that the Headteacher, other members of the leadership team and teaching staff can concentrate on and facilitate the student learning process in a safe, secure, well-supported and clean learning environment to ensure that the school meets its educational aims.

The School Business Manager carries out all duties and responsibilities in accordance with the school's vision and agreed values.

### **Important Functional Relationships:**

- Headteacher
- Senior Leadership Team
- LA
- Governors
- Teaching and Support Colleagues
- Contractors/Suppliers

### **Line Management:**

- All Support Staff within the School
- Day to day management of the Finance Manager, Finance Payroll Assistant, Site Managers, Maintenance Officers, Network Manager and Senior Administration staff
- Cleaning Management
- External Contractors

### **Main Responsibilities**

#### **Strategic Plan**

Is responsible and accountable for the implementation and management of the following areas:

**Financial Planning**

**Human Resources**

**Health and Safety**

**Premises**

**Continued Professional Development for Support Staff**

Ensure that the targets / success criteria are met by the required deadlines.



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### **Key Accountabilities**

- Ensure that all areas managed meet the reporting requirements and standards of Ofsted, the DfE, Local Authority and School Financial Value Standards (SFVS)
- Responsible for facility and property management, financial resources management and the maintenance of a balanced budget, the management of school contracts relating to the above, insurances, catering, cleaning, educational services and any other contract relevant to the post
- Responsible for leading specific projects in relation to the whole School Development Plan.
- Working with the London Diocese Board for Schools in supporting major projects within the school
- Responsibility for the implementation of Best Value principles
- Responsible for providing advice and support to the Headteacher and other Senior Leadership members in relation to Financial Planning, Human Resource Planning, Health and Safety and Premises related issues
- Be a vital channel of communication to the Headteacher, optimising the flow of information
- Support the Headteacher in creating a culture of learning, achievement and success by personal example, leadership, a willingness to go the extra mile and strategic thinking and evaluation to promote the school's ambitions
- Be responsible for leading with Financial, Human Resources, Health and Safety and Premises initiatives in relation to whole school planning, policy making and the management of change.
- Actively develop links with the relevant external organisations
- Be committed to equality of opportunity
- Responsible for the producing the Resources Committee Reports, which outline the actions that the Business Manager has put in place within the school
- Attend relevant Governors' meetings and committee meetings as required and communicate updates as necessary
- Provide advice to the Headteacher and the Senior Leadership Team in relation to employee issues; providing advice and support across the relevant legislative policies, in consultation with the local authority schools personnel service
- Responsible for creating and updating – in accordance with legislative changes - recruitment policies and practices within the school
- Responsible for creating all recruitment templates within the school to include offer letters, interview processes and personnel requirements to include strident DBS strategies
- Responsible for ensuring that support staff are effectively challenged and fulfil the requirements of their post to a high standard.
- Attendance at Leadership Team meetings and responsibility for leading on areas of responsibility
- Responsible for exploring, and securing grants that are available to the school from a variety of sources to supplement the main school budget allocation
- Responsible for keeping appropriate records for monitoring purposes and as evidence of personal effectiveness
- Take responsibility for own professional development.



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### **Specific Responsibilities**

#### **Facility and Property Management**

- Responsible for the creation, implementation and monitoring and review of school policies related to this post, e.g. All Personnel Policies, Scheme of Delegation for Governors, Health & Safety/ Risk Assessments, Managing Contractors, Premises Management Policy, Premises Development Plan, Fire Evacuation Policy, Finance Manual / Policy
- Responsible for overseeing the maintenance of adequate insurance cover and that renewal takes place at the appropriate time
- Responsible for allocating work programmes for the Site staff, monitoring the standard of their work, their hours and arrange holiday cover. Also liaise with the schools cleaning contractor to ensure key performance indicators are being followed
- Responsible for carrying out regular checks of the premises and take corrective action with the personal concerned.

#### **Financial Resource Management**

- Responsible for setting up and creating strategies for cost effectiveness within all areas of the schools budget
- Responsible for creating and setting up negotiation strategies with suppliers to facilitate best value within the school and providing advice to Department Budget Holders on best practice
- Responsibility for ensuring the SFVS is being met; working with the auditors to ensure the desired outcome and implementing any recommendations.
- Responsible for ensuring that the targets / actions in the School Plan are met by the deadlines set in relation to all Finance, HR, Health and Safety and Premises functions within the school
- Responsible for overseeing the work of the Finance Manager to ensure that no budget is over spent and that regular monitoring and profiling of each budget heading is maintained. To ensure that budget holders are given an accurate statement of their account (with the dates of the period concerned) to help them to monitor their expenditure
- Ensure that grants available to the school are claimed and spent according to regulations
- To support the Governors in their strategic role, oversee the presentation of information to the Headteacher once a half term, or more if required, about the income and expenditure from all budget headings and accounts. Oversee the budget information for governors and the budget profile to the end of the financial year for governors' committee meetings. Monitor the budget up to the end of the financial year, in particular the staffing budget and assist with financial planning for the following year
- Oversee the appropriate reports both in detail and in summary for the Headteacher and governors
- Responsible for reviewing, evaluating and improving the financial systems to ensure efficiency, quality and cost effectiveness
- Responsible for ensuring accurate financial records to meet the financial regulations



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- Oversee the budget analysis, financial projections/estimates to the Headteacher and Governing Body to assist with planning the school budget
- Responsible for using the comparative data and other financial statistical records to evaluate the effectiveness of the school's use of its financial resources and report to the Headteacher and Governors
- Oversee the accuracy of financial returns before they are presented to the Headteacher for authorisation
- Oversight of all accounts; that they are up-to-date and prepared for governors and audit purposes; that the auditors' report is brought to the attention of governors and the leadership team; that the recommendations are implemented
- Keep and use analyses of periodic comparative data and other financial statistical records to present data to the Headteacher.

### **Management of Staff and Staff Training & Development**

- Support the Headteacher and Senior Leadership Team in managing legislative employment issues across the whole school
- Responsibility for all staff contracts and the first point of contact for all staff regarding their contracts, health and safety, the premises and other matters
- Responsibility for the management of all support staff within the school and meet directly with any support staff member on any personnel issues that are raised in relation to their performance, devising strategies to facilitate change.
- Responsibility for providing advice and leadership to the Finance Manager, Payroll Assistant, Premises Manager, Network Manager and Senior Administrative support staff.
- Direct responsibility for the performance review of support staff, using the school's non-teaching performance review system to achieve high standards of work so that the school priorities and longer term strategies are met
- Responsible for all personnel and performance advice in relation to the support staff annual review, identify training needs and other issues that may arise from the process.
- Work with and advise the CPD Coordinator to assess training requirements following the annual review, prioritise as appropriate the training needs in relation to the whole school plan and present to budget
- Responsible for providing strategies and support to the Finance Manager and Site Managers to ensure the facilitation of long term and short term projects are met to the agreed timelines within their roles
- Responsible for advising senior administrative staff on matters pertaining to work and strategies developed within the school that affect them
- Responsibility for providing and creating strategies and written documentation to resolve all personnel issues, including legal issues in relation to Teaching and Support Staff.
- Responsibility for creating and developing strategies to resolve personnel issues using school policies as necessary to achieve the desired outcome.
- Advise on and be involved in the appointment and promotion of relevant support staff that fall outside the annual performance review process
- Responsibility for the planning and drafting the induction process, developing and implementing strategies to support new employees



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- Responsibility for ensuring all budget holders are aware of their responsibilities as outlined in the school's scheme of delegation. Liaise with the Continuing Professional Development Coordinator (CPD) to arrange training for budget holders as required, in relation to managing a budget and maintaining a budget that does not exceed their set budget allowance
- Advise and help deliver school based INSET as appropriate
- Build an effective team that supports the ethos and values of the school.

### **Cleaning and Catering**

- Responsible for the Cleaning Company Sub-Contractor, meeting regularly with Cleaning Management team to ensure productivity remains at an expected level
- Responsible for the effective implementation of the catering service level agreements and keep records for the Headteacher's and governors' inspection
- Responsible as necessary for the leading the tendering of a new cleaning contract within the school, drafting a new cleaning specification and working with an external consultant to manage the tendering process
- Maintain financial records for the Headteacher and governors to monitor.

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### **Management of Contracts**

- Responsibility for reviewing current Service Level Agreements and contracts
- Responsibility for the preparation of and tendering for all school contracts, write new requirements for the school and ensure subsequent contracts are administered and strictly monitored; in particular the Schools ICT Infrastructure and Financial Management Services.

### **Other Responsibilities**

- Recognise and respect the need for confidentiality in relation to work content
- Maintain a tidy, organised business working area
- Ensure compliance with the Data Protection Act requirements in all areas of work responsibility
- To work flexibly and undertake other duties as may be required by the Headteacher, commensurate with the post, including attendance at specified/ appropriate meetings, during the day and in the evening.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

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All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.