



The Federation of Towers Schools

Job title: School Business Manager

Grade: 8

Reports to: Executive Head Teacher

Staff managed: Office teams

Job purpose and content

To provide senior leadership and strategic direction and operational management for the non-curriculum management functions. The School Business Manager is responsible for the management, supervision and provision of the school support services. This includes services that are delivered directly by staff working at the school and services that are supplied by the local education authority and other commercial providers under contract or service level agreements. These services may cover:

- Accounting and financial management
- Administrative systems, procedures and services
- Personnel and payroll administration
- Premises and facilities management
- Curriculum, administrative and financial ICT systems
- Health, safety and security
- Cleaning, catering and grounds maintenance
- PA to the Headteacher
- Support to the governing body and its committees and sub committees.

The School Business Manager will be a member of the school Senior Leadership Team and the line manager and performance manager of designated school support staff.

- Financial Management - To lead on all financial management within the school
- Human Resources -. To oversee and supervise the maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; DBS and medical checks; annual salary verification letters and maintenance of the personnel database (SIMS) and confidential files
- Site Management - To deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds in conjunction with the Head of Estates



- Administration - Design, create, develop and maintain policies and procedures as appropriate

Roles and responsibilities

1. To manage and prepare monthly budgets and long term budget plans for the Executive Head Teacher, Head of specific site, the Senior Management Team and the Governing body.
2. Preparation of the draft annual school budget and the regular monitoring and periodic reporting on that budget to the Executive Head Teacher, the governing body and the local education authority. Advising the Executive Head Teacher in determining, allocating and controlling delegated budgets.
3. To advise the Executive Head Teacher on the financial implications of the school's staffing and pay structures.
4. Accounting, book keeping and administration of the school's financial resources to best practice standards and in accordance with the financial regulations of the school (which the postholder will be responsible for developing and maintaining) Ensuring that systems are set up for the smooth running of financial management as appropriate.
5. Responsibility for the efficient and effective management, development and maintenance of the school's administrative systems, procedures and policies, which includes management of:
 - People
 - Information
 - **and infrastructure**
 This will include; Being responsible for the ICT provision of the school
 To lead on HR related issues.
6. To provide personal assistance to the Executive Head Teacher
7. Maximising school income through income generation and through efficient and effective claims and reclaims procedures and processes for grants. Working with other members of the Senior Management Team, to prepare a rolling business plan for the future development of the school.
8. The management of communication, public relations, school marketing, events and complaints
9. Responsibility for the efficient maintenance and development of curriculum, administrative and financial information communication technology systems and facilities including, where



applicable, monitoring the service of providers

10. Personnel administration, monitoring the quality of service of the personnel services provider(s) and working with providers to resolve problems, queries and complaints
11. Payroll administration, monitoring the quality of the payroll services provider(s) to make sure that payments and deductions are paid correctly and on time to the right location, and working with providers to resolve problems, queries and complaints
12. Working with the Head of Estates prioritize work around the site in accordance with the school's asset management plan and School Improvement Plan advising together the Executive Head Teacher half termly.
13. To co-manage site security and safety with the Head of Estates.
14. Responsibility for the provision of clerking and support services to the governing body, including the monitoring of service provision by providers and which may include the role of clerk to the governing body
15. The role of data protection officer and responsibility for data and information and ensuring the timely completion of information returns required of the school
16. Health, safety and security including:
 - Responsibility for disaster recovery policy and planning
 - Responsibility for critical incident policy and planning
 - To be responsible for ensuring that people led risk assessments are prepared and in conjunction with the Head of Estates the risk assessment schedule is monitored and updated effectively.
17. Responsibility for ensuring the provision of the best quality customer service to internal and external customers and school stakeholders
18. Working with the Executive Head Teacher and advisers from the local education authority, ensure best value for money in the services and products required by the school
19. To manage and evaluate service level agreements and keep such contracts under review by comparison with alternative providers. This may include monitoring contracts for services provided to the school and for school contracts and tendering processes. Negotiating,



managing and monitoring contracts, tenders and agreements for the provision of support services and explore cost saving initiatives.

20. To advise the Executive Head Teacher and Governors on policy issues and the implementation of these policies in the school. This may include the evaluation and analysis of the implications of policy and regulatory change (within the remit of the post holder), which may have an impact on the school
21. To participate in strategic planning, school development planning, business and long term financial planning and the action planning, target setting and monitoring and evaluation that arises from this role
22. The day-to-day management, supervision and support of designated school staff [office team] identify their development needs as appropriate. Carrying out their performance management and continuing professional development in line with the needs of the Federation.

Currently the structure the Federation has includes a Head of Estates and Enterprise therefore elements relating to site / premises found within the model job description for a SBM in Havering are not utilized at the current time. These include;

- To line manage the premises staff
- Monitoring the quality and specification compliance of the cleaning, catering and grounds maintenance providers including joint working with any authority-wide or shared client side officers (where applicable) and/or direct management and supervision of school staff delivering such services if applicable
- Management of lettings and community use of the site, facilities or premises for a full service extended school

However, it is expected that the SBM and Head of Estates work in unison as aspects of the roles overlap. These include;

- To have strategic management of the maintenance, refurbishment and development of the school premises and grounds. To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation.
- To have overall responsibility for the co-ordination and management of work and communication with architects, contractors and council officers with regard to the maintenance, refurbishment and development of the site.
- To consult with the Head Teacher to establish and maintain a rolling programme of refurbishment works within budgetary constraints



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- To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third party contracts.
- Acting as the school fire officer
- Responsibility for health and safety inspections, risk assessments and supporting others to carry out site and event based risk assessments

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time



London Borough of Havering

School Business Manager (Primary or Special School)

Benchmark Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to manage the work and outcomes of other people	✓		Application & interview
Ability to manage the financial resources of the school to best practice standards	✓		Application & interview
Ability to communicate and interact effectively with adults, children and young people	✓		Application & interview
Ability to manage the information and data requirements of the school and a variety of outside agencies	✓		Application & interview
Ability to manage ICT systems	✓		Application & interview
Ability to write effectively for a variety of different audiences	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
A thorough understanding of health, safety and security issues in schools	✓		Application and interview
Expert knowledge in at least two of the non finance functional areas covered by this post	✓		Application and interview
A thorough understanding of and personal commitment to equality of opportunity	✓		Application and interview
A proven understanding of how to improve quality on performance in service delivery	✓		Application and interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application and interview
Qualifications and experience			
ICT certification to support word processing skills, database and spreadsheet skills		✓	Application & interview



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GCSE at level A – C in English and mathematics (or equivalent)	✓		Application
NVQ Level 4 or equivalent professional qualification (CIMA, CIPD, CSBM)		✓	Application
Five years relevant experience in finance, personnel or administrative management	✓		Application & interview
Previous experience in computerised finance pay, personnel and administrative systems	✓		Application
Experience in the SIMS computerised packages commonly used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency and complete the Certificate in School Business Management (where relevant)	✓		Application & interview