

Frassati Catholic Academy Trust



Job Description

School Business Manager

Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his / her duty to ensure that the school meets its education aims.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of 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.
4. The School Business Manager is responsible for the Financial Resource Management / Administration management / Management Information and ICT / Human Resources Management / Facility and Property Management / Health and Safety Management of the school.

General Duties

Leadership and Strategy

1. Attend Frassati Catholic Academy Trust, Senior Management / Leadership team, Full Governing Body and appropriate Governor's sub-committee meetings;
2. Negotiate and influence strategic decision making within the school's Senior Management / Leadership Team;
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions;
4. Plan and manage change in accordance with the school development / strategic plan;
5. To lead and manage school support staff.

Financial Resource Management

1. Evaluate information and consult with Senior Team and Governors and CFO to prepare a realistic and balanced budget for school activity;
2. Submit the proposed budget to the Head Teacher, Governors and CFO for approval and assist the overall financial planning process;
3. Discuss, negotiate and agree the final budget;
4. Use the agreed budget to actively monitor and control performance to achieve value for money;
5. Identify and inform the Head Teacher, Governors and CFO of the causes of significant variance and take prompt corrective action;
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments;
7. Provide ongoing budgetary information to relevant people including preparing monthly management accounts and uploading to budget monitoring software;
8. Advise the Head Teacher, Governors and CFO if fraudulent activities are suspected or uncovered;
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future years budgets;
10. Identify additional finance required to fund the school's proposed activities;
11. Maximise income through lettings and other activities;
12. Present timely and fully costed proposals, recommendations or bids;
13. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules;

14. Monitor the effectiveness and implementation of agreements
15. Liaise with internal and external auditors providing relevant information as required.

Administrative Management

1. Management the whole school administrative function and support staff;
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals;
3. Manage systems and link processes that interact across the school to form complete systems;
4. Define responsibilities, information and support for staff and other stakeholders;
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources;
6. Establish and use effective methods to review and improve administrative systems;
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication;
8. Benchmark systems and information to assess trends and make appropriate recommendations.]
9. Prepare information for publication and returns the DfES, LA, Frassati Catholic Academy Trust, other agencies and stakeholders within statutory guidelines.

Management Information Systems and ICT

1. Consider approaches for existing use and future plans to introduce or discard technology in the school;
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes;
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money;
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school;
5. Establish systems to monitor and report on the performance of technology within the school;
6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems;
7. Ensure contingency plans are in place in the case of technology failure;
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
9. Act as systems manager for the school's admin/curriculum network in conjunction with the ICT technician support

Human Resource Management

1. Liaise with external Payroll and HR providers to ensure all staff are paid correctly including the management of pension schemes, HMRC and associated services;
2. Management recruitment, performance management and development for relevant support staff;
3. Keep abreast of Frassati Catholic Academy Trust HR and Pay policies and ensure that they put into practice at your school with your staff;
4. Evaluate the school's strategic objectives and obtain information for workforce planning;
5. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities;
6. Check salaries on a monthly basis, ensuring adjustments are made accordingly;
7. Seek expert HR advise where required for any potential legal HR issues;
8. Arrange for transfer of Payroll funds to Frassati bank account to cover the costs on a monthly basis.

Facility and Property Management

Lead and Manage the school Premises Team and in conjunction with them:

1. Co-ordinate maintenance of school site through annual maintenance and identify large scale works and make applications to the EFA for CIF funding. Oversee project management of key building projects within the school ensuring they are delivered on time and within budget, on key Capital projects ensuring the school's need are fully met.
2. Ensure the supervision of relevant planning and construction processes in line with contractual obligations;
3. Ensure the safe maintenance and security operation of all school premises;
4. Manage the maintenance of the 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. Follow sound practices in estate management and grounds maintenance;
7. Monitor, assess and review contractual obligations for outsourced school services;
8. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided;
9. Ensure ancillary services e.g. catering, cleaning etc. are monitored and managed effectively;
10. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements;
11. Ensure enhanced cleaning and hygiene procedures and processes are followed at all times, particularly during a pandemic.

Health and Safety

1. In conjunction with the Head Teacher and Site Manager act as the school's Health and 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 and safety policy and critical incident plan are clearly communicated and available to all people;
4. Ensure the health and 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. Ensure 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 Team, Governors, Frassati Catholic Academy Trust and where appropriate the Health and Safety Executive.
8. Ensure the maximum level of security consistent with the ethos of the school;
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.