

**JOB TITLE: School Business Manager Level 1**

**RESPONSIBLE TO: Headteacher**

**GRADE: GR1136 SCALE K**

**HOURS: Full Time**

**JOB PURPOSE:**

To be a member of the school Senior Leadership Group with responsibility for the strategic development, planning, deployment and monitoring of the school budget and support services in order to secure outstanding educational outcomes for all students.

**KEY TASKS:**

**Leadership Responsibilities**

- To be a member of the school Strategic Leadership Group and fully contribute in delivering the key school priorities.
- The performance management and professional development of all members of your team.
- To fully support the Headteacher in making strategic decisions on the school budget.
- To monitor the deployment of key school funding (Pupil Premium /Catch-Up Premium etc.).

**Finance**

- To plan, monitor and manage the school budget (to fully comply with all statutory procedures and timescales).
- To support the Head teacher in setting and monitoring the annual/ 3 year school budget.
- To ensure the school budget fully supports the School Improvement Plan.
- To lead the negotiation and administration of all school contracts and secure best value for money for the school.
- To line manage the school Finance Officer.
- To report monthly to school governors through the monthly monitoring budget.
- To be responsible for the school Finance Policy.
- To manage, monitor and quality assure the cluster budget and financial procedures.

**Communication and School Marketing**

- To have strategic oversight of the school communication strategy.
- To lead on school marketing and promotion.
- To lead on school fundraising, bid writing and income generation.

**Personnel**

- To lead on the organisation of recruitment across the school.
- To liaise with Norfolk County Council HR to support with recruitment/ personnel matters.
- To oversee all new staff induction/ staff exit interviews.
- To oversee all aspects of payroll and associated claims.
- To monitor staff absence and associated matters.
- Report to the Headteacher and governors regularly on all matters pertaining to personnel.
- To be responsible for the school single central record.
- To oversee the performance management of all support staff.

**Premises**

- To be the school Health and Safety co-ordinator/ designated point of contact for H&S incident reporting
- To lead regular premises/ H&S meetings with all key stakeholders (including NCC).
- To effectively manage the school facilities to ensure that they:
  - are fit for purpose
  - fully meet all statutory Health and Safety requirements
- To be responsible for the school site 3-yearly premises plan.
- To organise/ oversee the work of contractors and monitor the school contracts register.
- To oversee site security.
- To line manage the Site Manager.
- To line manage the Catering Manager.
- To ensure the school canteen fully meets all statutory health and hygiene standards.

**Administration**

- To chair the termly Associate Board meetings
- To lead the school administration team.
- To line manage the Data Manager and have strategic oversight of the school MIS system.
- To line manage the Reprographics and Medical Officer.
- To oversee the administration/organisation of school events (Presentation evening etc.)

**ICT**

- To line manage the school Network Manager.
- To work in collaboration with the Headteacher to support and deliver the school ICT Development Plan.

**Governance**

- To work in close partnership with the Chair of the Business and Management Committee to fully support the school to effectively deliver its key priorities.
- To provide the Business and Management Committee with a termly Business Manager Report.

'Any other role or responsibility to be reasonably assigned by the Headteacher that may arise from time to time in association with the above duties, but not otherwise defined herein.'

This Job Description sets out the tasks and responsibilities of the post at the time it was prepared. These may vary from time to time without changing the general character of the tasks or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

**Signature of member of staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_