



**WANDSWORTH BOROUGH COUNCIL
CHILDREN'S SERVICES DEPARTMENT
GREENMEAD SCHOOL**

Job Description: School Business Manager

Grade: PO4

Purpose of the Job

Be responsible for and manage the operation and delivery of support services within the school. Be responsible for and manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of the school's Senior Leadership Team (SLT).

Tasks

1. ORGANISATION

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
- Line Management responsibilities:
- Manage the administration team and the IT Manager and Site Manager
- Be responsible for the creation and implementation of recruitment, induction and mentoring systems for support staff
- Represent the support staff at relevant meetings

2. ADMINISTRATION

- Develop and monitor management information systems
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports and information
- Be responsible for the design and effective operation of administrative procedures
- Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DfE, LA
- Commission appropriate Payroll provider and be responsible for the effective operation within the school
- Ensure that effective Codes of Practice are adopted, disseminated to staff and procedures observed

3. RESOURCES

- Identify the need for, select and manage resources, including management of resource budgets
- Be responsible for all aspects of the recruitment process including advertising and contracts of employment and subsequent induction and probation procedures

- Be responsible for producing paperwork for payroll for both teacher and support staff, working to payroll deadlines
- Monitor staff absence and hold sickness monitoring review meetings with staff, including referrals to Occupational Health as required
- Be responsible for the provision of specialist advice and guidance to SLT, Governing Body etc. on national and local guidelines, policy and statute etc.
- Interpret matters of policy, procedure and statute to ensure the school's compliance and initiate appropriate action arising
- Manage procurement and be responsible for securing relevant quotations for items purchased
- Identify the need, and be responsible, for securing appropriate licences and insurance
- Be responsible for devising marketing and promotion strategies for the school, including seeking sponsorship and funding for projects as required
- Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
- Develop work specifications and manage service contracts
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Be responsible for planning, monitoring and evaluation of the school budget
- Be responsible for the management of expenditure from the school budget
- Be responsible for the management of Health & Safety within the school
- Be responsible for the asset register in the school and ensure governing body is kept informed of new and condemned items
- Be responsible for the implementation of GDPR practices and procedures within the school

4. RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

PERSON SPECIFICATION

1. EXPERIENCE

- Several years' experience working in a business environment at a management level

2. QUALIFICATIONS

- NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline
- Excellent numeracy/literacy skills
- A qualification in School Business Management is desirable, or a willingness to train for the qualification would be acceptable.

3. KNOWLEDGE AND SKILLS

- Full working knowledge of relevant policies/codes of practice/legislation
- Ability to interpret advice and statute and to devise policy and practice in the light of these
- Ability to manage a multi-disciplinary team effectively
- Ability to relate well to children and adults
- Ability to persuade, motivate, negotiate and influence
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to develop equal opportunities and inclusion for all pupils