

**Manchester City Council
Job Description**

**School Business Manager
Grade 9 (Term Time Only + 5 weeks)
Administration and Organisation Support, Schools
Grade 9**

The post holder will report to the head teacher. Apart from other colleagues the main contacts of the job are the head teacher, service leads, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

Main Purpose of the job

To be responsible for the financial resource management, administration management HR, health and safety, facility and property management and delivery of support services within the school.

To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

Organisation

To provide management and leadership to school support staff within a multi-disciplinary support structure

To be responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for support staff

To monitor staff performance against objectives set in line with performance management arrangements, taking a lead role in the development of training programmes / learning opportunities and managing performance

To be a member of the school's Senior Management Team

To prioritise and organise own workload and that of other support staff to meet conflicting deadlines in consultation with the operational needs of the school

Administration

To be responsible for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school

To determine the need for and arrange provision, analysis and evaluation of data and detailed reports and information

To be responsible for the submission of relevant information to the Senior Management Team, the Governing Body and outside agencies

To commission appropriate Payroll systems and be responsible for their effective operation

To respond independently to complex correspondence and produce complex and confidential reports and information as required

To ensure accuracy and confidentiality of information produced relating to the management and administration of the school

To oversee the administration of pupil admissions

Financial Resource Management

In consultation with the head teacher/ service leads, to prepare a realistic and balanced budget for submission to the governing body

To actively monitor and control monthly performance to achieve value for money

To identify causes of significant variance and take prompt corrective action

To maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets

To be responsible for securing LA approval to spend devolved formula capital on approved capital projects

To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations

To be responsible for the appropriate deployment of staff, including recruitment of staff

To be responsible for the provision of specialist advice and guidance to the Senior Management Team and the Governing Body etc, on national and local guidelines, policy and statute etc

To interpret matters of policy, procedures and statute to ensure the school's compliance and initiate appropriate actions that arise as a result

To provide organisational and complex advisory personal support to other staff

To manage procurement and be responsible for securing relevant sponsorship

To identify the need and be responsible for securing appropriate licences and insurance

To be responsible for devising effective marketing and promotion strategies for the school, including organisation of events and open days

To be responsible for the management of facilities including use of major building premises and associated income, and major building works and projects, for example, new development

To develop work specifications and manage service contracts with private providers, including LA Service Level Agreements

To lead the development of Health & Safety plans within the school, ensuring that they are regularly reviewed and issues identified

To ensure emergency and contingency plans are in place and that any risks / issues are mitigated

Responsibilities

To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

To contribute to the development and implementation of the overall ethos, work and aims of the school

To develop constructive relationships and communicate with other agencies and professionals

To participate in training and other learning activities and performance development as required

To recognise your own strengths and areas of expertise and use these to advise and support others

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

**Manchester City Council
Person Specification**

School Business Manager Level 2

Experience

Essential

- Have considerable experience of working in a business environment at a management level
- Experience of budget management and control within a medium/large organisation
- An understanding of school business management
- Working knowledge of health and safety legislation
- Understanding of procurement, contracts, risk assessment and traded services
- Excellent team working and leadership skills

Desirable

- Experience of working as a school business manager
- Understanding of school/public sector finance

Qualifications/Training

Essential

- Possession of Schools Business Management qualification or willingness to work towards with support of the School
- Good general education to 'A' Level standard or equivalent experience in a relevant role
- Excellent literacy and numeracy skills

Desirable

- Professional qualifications eg. AAT, DSBM
- Educated to degree standard

Knowledge/Skills

Have a full knowledge and understanding of the legislative framework of schools and education

Ability to interpret advice and statutes and to devise policy and practices in light of these

Excellent analytical skills to understand interpret and utilise statistical data and management information

Excellent communication and negotiation skills

Ability to manage a multi-disciplinary team and demonstrable evidence of effective staff management, motivation and development, including the establishment of a positive performance culture delivering continuous school improvement

Demonstrable ability to plan and deal with competing priorities to ensure the changing and developing needs of the school are met

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures

A broad understanding of the value and use of new technologies in improving and modernising working processes

Ability to relate well to children and adults

Have the ability to persuade, motivate, negotiate and influence others

Have the ability to self-evaluate learning needs and actively seek learning opportunities

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work

Self motivation and personal drive to complete tasks to the required timescales and quality standards

The flexibility to adapt to changing workloads demands and new school challenges

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users

Personal commitment to continuous self-development

Personal commitment to continuous school improvement

Personal commitment to the school's professional standards, including dress code as appropriate

Be willing to consent to apply for an enhanced disclosure to a DBS check.