



# New Mills School

## JOB DESCRIPTION

**Job Title:** School Business Manager

**Job Reference:**

**Grade/Scale:** G13, PP32-35

**Hours/FTE:** 37 hours per week / 52 weeks per year

**Responsible to:** Headteacher

**Main Purpose of the Job:**

The School Business Manager (SBM) is a member of the Senior Leadership Team and provides strategic leadership and operational management of the school's business functions. Working closely with the Headteacher and Governing Board, the postholder supports the strategic and day-to-day leadership of the school by leading and advising on finance, resources, staffing, premises, health and safety, administration, compliance, ICT and data protection.

The SBM ensures the effective, efficient and compliant use of resources to support high-quality education and strong student outcomes, while translating strategic priorities into sustainable operational practice. The postholder is responsible for ensuring that school, local authority (DCC) and national policies and statutory requirements are fully implemented and adhered to.

**Main Duties and Responsibilities:**

**Leadership & Strategy**

- Contribute as an active member of the Senior Leadership Team to strategic planning, policy development and decision-making, ensuring the effective day-to-day running of the school.
- Support the development and delivery of the School Improvement Plan, ensuring priorities are appropriately resourced, financed and monitored.
- Lead on financial strategy and decision-making, advising the Headteacher and Governors on the operational and financial implications of strategic choices.
- Lead and manage the Finance, Premises and Administrative functions, ensuring effective systems, processes and structures.
- Drive change management to improve efficiency, sustainability and alignment with school priorities.
- Act as lead officer and key link to the Governors' Finance/Resources and Personnel/Staffing Committee.
- Promote the school's ethos, values and safeguarding culture through all aspects of leadership.

**Finance & Resources**

- Promote the school's ethos, values and safeguarding culture through all aspects of leadership.
- Lead on all financial matters, ensuring strong governance, probity and value for money in line with statutory requirements and audit expectations.
- Prepare, set and manage the school's budget, providing clear financial advice, reporting and recommendations to the Headteacher and Governing Board.
- Develop and maintain medium- and long-term financial plans aligned to the School Improvement Plan, including forecasting future budget positions.
- Monitor and report on budget performance, identifying risks and implementing strategies to ensure financial sustainability.

- Ensure compliance with financial regulations, internal controls and audit requirements, including completion of the Schools Financial Value Standard (SFVS).
- Develop, implement and continuously improve financial systems and processes to support effective school operations.
- Oversee procurement, contracts and tendering processes to secure best value and compliance.
- Identify and secure additional funding streams, including grants and income generation opportunities such as lettings.
- Support and challenge budget holders to manage delegated budgets effectively.

### **Premises, Health & Safety and estates**

- Provide strategic leadership of premises management and estates development, including planning and delivery of improvement projects.
- Ensure the school environment is safe, secure, compliant and fit for purpose for all stakeholders.
- Oversee the effective maintenance and operation of the site, including utilities, services, security, cleaning and equipment.
- Lead on health and safety compliance, including risk assessments, fire safety, statutory testing and educational visits.
- Monitor, manage and review external contractors, service-level agreements and outsourced provision to ensure quality and value for money.
- Develop and maximise lettings and income generation opportunities.
- Contribute to sustainability and environmental initiatives across the school.

### **Human Resources**

- To develop clear and transparent policies and procedures for support staff including performance management, working hours, training and absence.
- To commission procure and manage external services required for HR/payroll function of the school.
- To ensure that accurate personnel records, including sickness and other absences are maintained and information passed on to HR services as necessary
- To ensure that all staff appointments and amendments to staff contracts and pay are advised to HR in a timely fashion
- To develop and manage the recruitment process for all staff.
- To ensure safer recruitment processes are in place, to include all pre-employment checks are carried out as required
- To ensure that all recruitment, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements, advising senior leaders and governors accordingly.

### **Health and Safety**

- To develop, monitor and evaluate the School's health and safety policies and practice ensuring they meet national regulation and guidance.
- To develop and manage the Educational Visits Risk Assessment practice and policy.
- To ensure the School adheres to national advice and practice regarding Health and Safety issues including risk, fire control, safe systems at work and medical aid.
- To carry out risk assessments and completion of associated records, responding as appropriate, in order to maintain a safe environment.
- To liaise with H & S officials as required;
- To ensure the completion of H & S testing as required e.g. fire drill, water hygiene testing, PAT testing.
- To manage external contractors, ensuring they adhere to and recognise that they must meet all relevant conformities, certification and health and safety required by law and the Local Authority.

### **Compliance, Data Protection and Governance**

- Ensure compliance with all statutory, regulatory and Local Authority requirements.
- Act as the school's named Data Protection Lead, ensuring full compliance with GDPR through effective policies, procedures and practice.
- Develop, implement and regularly review data protection and compliance frameworks, including self-evaluation and audit (including collaborative working where appropriate).
- Oversee policy cycles, risk registers and compliance monitoring to ensure robust governance
- Provide professional advice and support to Governors and clerks on compliance, data protection and regulatory matters.

### **Administrative and Systems**

- Ensure effective and efficient administrative systems, policies and procedures support the smooth operation of the school.
- Lead the development, implementation and continuous improvement of administrative processes, ICT systems and information management.
- Monitor and review workload, capacity and efficiency across support services to ensure effective deployment of resources.

### **Line Management Responsibilities**

- To be responsible for ensuring effective line management is in place for all support staff
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
- To manage support staff attendance and leave to ensure a continuous service throughout the year.
- To manage the support staff appraisal scheme and review training requirements.
- To monitor the effectiveness of the support staff establishment to meet the needs of the school, reviewing the Support Staff structure and job descriptions on an ongoing basis, to ensure it is 'fit for purpose'

### **Joint responsibilities of the School Leadership Team**

- To act as a full member of the School's Leadership Team
- To participate in the SLT Duty rota, to include gate duty, break and lunchtime duties and after school duty
- To respond effectively and efficiently to staff, students and parental concerns.
- To attend SLT meetings
- To attend Governor meetings as required or when requested
- To support governor activities

### **General Responsibilities**

- Be aware and comply with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To participate in training (internal or external) and other learning activities as required
- To participate in the school's Performance Management (Appraisal) process
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school at events as appropriate
- To support and promote the school ethos
- To ensure any documentation produced is to a high standard and is in line with the brand style
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher
- To contribute to the overall ethos, vision and aims of the school.

- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject to review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date: