



Fort Royal School

Job Description School Business Manager

- Job Title:** School Business Manager
- Contract:** Permanent Full time
- Responsible to:** Headteacher and Governing Body.
- Salary:** PO3

Main Purpose of Job

- To support the Headteacher in providing strategic leadership and management of health and safety, schools' finances, human resources, IT, catering, administration, premises and estate management to ensure the highest standards.
- To promote the highest standards of business ethos within the finance, site and support functions of the school and strategically ensures the most effective use of resources in support of the school development plan.
- To work strategically as part of the Senior Leadership Team to assist and advise the Headteacher, SLT and Governors in meeting their educational aims.

Duties and Responsibilities

You are required to:

1. Leadership and Management

- Provide strategic leadership and management of the school's finances, human resources and admin, IT, catering, site and operational resources to secure its sustainable success and line management of all those within, creating a climate of collaboration to increase effectiveness.

- Plan, manage change and link finances to the school development and improvement plan priorities, ensuring all actions are costed and have a clearly accountable audit trail.
- To lead on the strategic development and implementation of regulatory frameworks to enable the school to comply with legislation on GDPR, Data Protection, Copyright and Freedom of Information.
- To oversee managers, contractors and other site staff to ensure best value in management of the premises. This responsibility will include providing the strategic direction and developing and implementing long term plans for the school site.
- To attend Governor's meetings (outside of core hours), providing advice, plans and solutions where appropriate.
- In the absence of the Headteacher, take delegated responsibility for financial and other decisions related to the SBM role.
- To provide line management, recruitment and appraisals of all within the support staff structure. Managing professional development, writing and reviewing job descriptions as required.
- Support the Headteacher to develop and implement initiatives to promote mental health and wellbeing of all staff.
- Provide strategic advice and guidance to the Senior Leadership Team (SLT) and Governing Body (GB) on policy, compliance and emerging initiatives.

2. Human Resources and Personnel Management:

- Work with the Headteacher to provide strategic leadership and guidance on HR and recruitment policy and related issues within the school.
- Ensure all HR policies and procedures are effectively implemented, gather and prepare information, guidance and data for the Headteacher, Governors and SLT on personnel related events as they arise.
- Work with the schools HR provider at WCC in relation to HR issues as required.
- Liaise with official external organisations and act as a lead contact for organisations such as WCC, any official Unions or other bodies that may represent school staff.
- To maintain up to date knowledge of changing employment legislation, developments and innovations.

3. Financial Resource Management:

- To be the financial strategy lead, advising the Headteacher and Governing Body on investment and financial policy, preparing appraisals for projects and for the development of a long-term financial strategy for the future development of the school.

- To evaluate, analyse and collate information to create and inform a proposed budget and to create a three year financial projection informing strategic and operational financial planning.
- To oversee the budget, collating and interpreting monitoring reports and papers and advising throughout the year.
- Liaise with WCC payroll services.
- Ensure compliance with the financial management standard for schools and the financial returns for external regulatory bodies such as the DfE, EFA, DES and LA within statutory deadlines.
- To oversee external funding opportunities, including sponsorships, grants, donations, and competitive bids.
- To manage the school's rates and VAT obligations and provide advice on the financial and tax implications of the school's charitable status, including compliance with current and future tax legislation.

4. Procurement:

- Oversee and advise on all school procurement activities.
- Manage tendering processes, purchasing arrangements, contracts, and Service Level Agreements (SLAs).
- Support and administer contract awards and supplier agreements.
- Ensure effective procurement of services, including insurance, catering, cleaning, reprographics, and lettings.
- Maintain compliance, transparency, and probity in all spending.
- Ensure best value for money is achieved across all purchases.
- Manage supplier relationships throughout the contract lifecycle.
- Identify and implement new purchasing opportunities to improve efficiency and value.

5. Premises and Facilities Management:

- Lead the strategic development of the site, grounds and buildings enabling the best possible learning environment.
- Work with the Site Manager to; oversee the safe maintenance and development and compliance of the site, grounds and minibuses including; security, managing service and maintenance contracts, lettings and ensuring all relevant records are completed as required.
- Liaise with building contractors.
- Manage insurances and advise Headteacher and Governors accordingly.

6. Health and Safety Management and GDPR:

- To strategically lead and act as the main contact (including for WCC and RPA) on all school health and safety including compliance with procedures and record

keeping, working with the site manager to ensure the school is a safe environment for all its users.

- Ensure effective systems are in place to enable the identification of hazards, risk assessments, mitigations and contingency planning and the reporting of any issues.
- Engaging with colleagues, Governing Body, and health and safety committee on issues.
- Advising on appropriate and mandatory training as required.
- To lead on the strategic development and implementation of regulatory frameworks to enable the school to comply with legislation on GDPR, Data Protection, Copyright and Freedom of Information.
- To be responsible for ensuring the school and other users comply with the legislation, advising on actions, recording and reporting all breaches, devising and managing required documentation, including data map, logs etc.

7. School Administration, ICT Management and Catering:

- To strategically lead the whole school administrative, ICT management and catering functions working with the managers to ensure that they deliver outcomes based on the school aims and vision.
- Alongside the ICT manager to devise short and long-term strategies for technology, IT and the digital infrastructure in school to support and enhance the learning and working environment of the pupils and staff.
- Work with the catering manager to ensure the smooth and compliant delivery of nutritious and appropriate meals for pupils (and staff).

Other

- Keep abreast of national developments, legislation, government policies and best practice through collaboration with colleagues, professional networks and external organisations.
- Work with the School Business Administrator on the school's policy framework, ensuring policies are up to date, clearly communicated, understood and consistently applied.
- Undertake other reasonable duties as may be requested by the Headteacher

Safeguarding statement

The welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. Everything we do ensure the safety and wellbeing of the children and young people we work with, as well as that of children and young people in general.

We believe that for safeguarding and good practice to happen, we need staff and volunteers who are carefully selected, feel valued, encouraged and who are appropriately trained, managed and supported in their work. Fort Royal Community Primary School is committed to safer recruitment processes in order to achieve this.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

