



School Business Manager – Job Outline

Job Title: School Business Manager

Grade: Scale 6 (scp 18-22)

Responsible to: Executive Headteacher, Head of school and Governors

Responsible For:

Direct or shared line management and supervision responsibility for office assistant and caretaker.

JOB PURPOSE

To be responsible for supporting in the planning, development, and implementation of financial and administrative services within the school.

JOB RESPONSIBILITIES AND TASKS

In consultation with the Leadership team to:

1. Be responsible for business and financial management of school resources.
2. Manage the school's administrative function through planning, developing, designing and monitoring administrative systems and procedures.
3. Line manage the other member of office staff.
4. Line manage the caretaker with regard to the scheduling of tasks and acquisition of resources to ensure the school complies with all Health and safety guidance.
5. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
6. Assist leaders and the governing body with income generation activities and in promoting and marketing the school.
7. Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body.
8. Manage the administration of human resources.
9. Manage the procurement process, including securing appropriate service contracts, licenses and insurance.
10. Management of facilities, including premises, lettings and liaising with external contractors
11. Prepare and submit bids for funding from outside agencies under the direction of the leadership team.
12. Manage the school's compliance with statutory obligations, and advise others on the relevant requirements.
13. Support the data protection office with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
14. Carry out other reasonable tasks as directed by the Executive Head and or Head of School.