

Job Title	<i>School Business Manager</i>
Responsible to	<i>Headteacher</i>
Responsible for	<i>Head Teacher, Senior Leadership team</i>
Key Internal Contacts	<i>Administration Staff HR Team Staff in Central/Head Office H&S Consultant</i>
Key External Contacts	<i>Parents. Social Workers Placing Authorities and Service Providers, Ofsted Local Services – Statutory, Voluntary and Community Neighbours Employment Agencies Contractors</i>

JOB PURPOSE

- Reporting to the Head of Service, Head Teachers and an active member of the Senior Leadership team, play a key operational role in the management of the service to meet the school's aims and school improvement plan. Responsible for the effective management of financial resources, management information systems, ICT, HR, H&S, site management and administration procedures.

KEY TASK AREAS & RESPONSIBILITIES

- Provide leadership, management, direction and support to the school support staff.
- Ensure the school reception is operated in a professional manner providing an effective and efficient reception service to all customers (internal and external) of the school.
- Ensure school support staff operate school safeguarding procedures effectively to verify the identity of visitors to the school and the electronic entry system.
- Ensure all school support staff fulfil their duties effectively and timely.
- Ensure effective administration procedures are in place for the effective operation of the school. Responsible for the recruitment, induction, supervision, appraisal and training of school support staff within line management.
- Manage the attendance of school support staff and conduct return to work interviews in line with the company's Positive Attendance Policy.
- Manage the performance and conduct of school support staff in line with the company policies and procedures.

General

- To provide an effective, timely and confidential administration support to the Head of Service, Head Teachers and Senior Leadership teams as required.

- To ensure that relevant records and documents are kept up to date and are stored securely and confidentially at all times.
- Operate at all times in accordance with School policies and procedures, with particular reference to
- Safeguarding, Adult/Child Protection, Complaints and Representations and Behaviour Management Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with School policy and the standards set by the Regulatory Body
- Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions taken are in the interests of the pupils and the school.
- To work to and exhibit the values of the school and maintain standards of behaviour in accordance with school policies, procedures and practices
- To carry out any other reasonable and relevant duties as required
- Delegate responsibilities based on competence of staff and needs of the school and review in order to promote teamwork and communication

Personnel

- Support the HR & senior leadership team with the recruitment and selection process ensuring compliance with Safer Recruitment practices, the company recruitment and selection policy and Regulatory Body requirements.
- Responsible for the Single Central Register, ensuring it is up to date with all relevant information.
- Liaise with Employment Agencies for the supply of temporary personnel, ensuring that any supplied personnel have been checked appropriately prior to being placed and their identity is verified on attendance.
- Record and monitor staff attendance and send monthly reports to Central HR Team. Report absence to Payroll by monthly deadline.
- Ensures that all records regarding staff supervision and appraisals are updated and sent to local HR Team for recording and filing.
- Support the HR team with DBS applications and renewals to ensure appropriate documents are provided and processed in a timely manner.
- Monitor and record annual leave for non term-time employees.
- To liaise with the HR team in a timely manner on all HR related matters.
- To ensure the school operates effective induction training of new employees and records are maintained at the school.
- Responsible for the organisation of training within the school and production of a training matrix to monitor compliance with mandatory training requirements.
- Assist with staff rotas for all non-clinical and non-teaching staff as required.
- Liaise with HR on the appointment of specialist self-employed contractors to ensure all appropriate checks are undertaken and a self-employed agreement is entered into.
- To ensure that all staffing variations are submitted accurately and are authorised prior to any recruitment actively or offers of employment
- Ensure that all staff personnel records are maintained on the Hubble.
- To give first line advice to staff and managers on published company policies and procedures, liaising with the HR team as required.
- To relay people management advice to managers with assistance from the central HR team.
- To maintain HR records relating to queries

- To assist staff and managers in locating and applying company policies and procedures including the timely application of processes as dictated by employment law.
- Ensuring that all records regarding staff supervision and appraisals are updated and filed appropriately.

Financial

- Monitor and manage the school's budgets to ensure all school and staff expenditure is in line within budgeted limits.
- To identify opportunities for efficiency savings to the School Head Teacher in order to ensure the efficient management of the school
- Maintenance of petty cash and associated register ensuring that weekly and monthly returns are accurate and balance
- Take responsibility for company credit card, manage/authorise spend and ensuring receipts match with monthly statements for submission to the finance department
- Responsible for authorising the purchase of items and ensuring cost efficiency of spend and best value.
- Utilise preferred supplies or company contracts where appropriate.
- Prepare monthly financial reports, reporting on pupil numbers, income and expenditure.
- Ensure financial systems are in place for the effective management of all financial resources and meet the company's requirements.
- Work in conjunction with the Finance team to ensure all expenditure is kept within budgeted limits and all financial policies are adhered to.
- Work with the finance team to review budget variances and profit and loss items, providing a detailed report for submission as required
- To work with the finance team to process an accurate record of teachers pensions including annual returns Ensuring that Payroll receive appropriate information to pay staff correctly

Facilities & Estates Management

- Receives all maintenance requests and works with the School Head Teacher and facilities staff to ensure completion.
- Liaises with the Director of Property and Estates on building works and projects.
- Responsible for the school site and buildings and the efficient operation of all facilities on the property. Maintains comprehensive details in respect of all school vehicles, ensuring all necessary certificates and servicing is conducted in good time.
- Maintains records of all staff's driving status regarding company vehicles to ensure compliance with company insurance requirements.
- Ensures that records relating to all equipment, including warranties, service agreements, inventories, asset registers etc. are maintained and updated as necessary.
- Responsible for the security of the property, equipment and premises.
- Responsible for in-house catering and cleaning.

Risk Management

- Ensure H&S compliance, ensuring appropriate risk assessment and management is in place and reviewed regularly
- Responsible for emergency systems and procedures

Communication

- Work with the HR team to ensure that new policies and processes are communicated to managers and staff to produce an action plan arising from an Ofsted inspection or quality audit and ensure actions are communicated and acted upon within the prescribed timescale.
- Assist with marketing campaigns including coordination of invites and preparation for school events
- Co-ordinates open days and parent evenings
- Ensure website is regularly updated
- Responsible for effective communication systems within the school
- Develops key networks and partnerships to promote the school

Referrals, Admissions, Assessments and Reviews

- To Manage the Referrals Officer ensuring all referrals are handled in a professional manner.
- Work with the SLT to arrange visits, interviews and assessments to the highest standards of courtesy and efficiency
- Co-ordinates arrangements for admissions and reviews, ensuring that all deadlines in the company policy are complied with, reports prepared and distributed in good time and records of action prepared and distributed
- Co-ordinate the admission procedures, arranges visits, interviews and assessments and any on-going contact with families and carers including arrangements for visits
- Assist the School Head Teacher with regulatory processes and Notifications to Ofsted where required.
- Sets up a personal file for each young pupil in accordance with school policy requirements, ensuring the file and other information related to the pupil remains up to date
- Ensures Records of Achievement for all pupils are prepared and updated at regular intervals.
- Maintains a database of special events for pupils – e.g. to mark birthdays, etc. and liaises with staff regarding the organisation of special events
- Maintains a current database / diary system of all pupils, parents / guardians, LEA's, social services etc
- To ensure effective management of pupil Annual Review process
- Take responsibility for the exam timetable including creating, notifying parties and booking rooms.
- Ensure that exam papers are received, kept secure and supplied to invigilators in a timely manner Ensure that exam rooms are prepared in line with regulations requirements
- Ensure that AQA, Edexcel & OCR procedures are in place and reviewed regularly
- Accompany the exam inspector and action any requirements
- Preparing documents for results day, collect results and contact students/parents/carers to arrange receipt of results and distribute
- Provide the School Head Teacher with exam results statistics

Compliance

- Ensuring continuous compliance of
 - SCR
 - Admissions Register
 - Independent Schools Standards

Project

- Working with Head of Service and Project Team on proposed new college site – ensuring that new sites are fully compliant for Ofsted Regulations and compliance

- Supporting Head of Service with any future/ongoing project work Monitor and ensuring compliance across sites for GPDR (Act as DPO)

PERSON SPECIFICATION

Experience	Essential	Desirable
Degree level or equivalent at professional qualification level	✓	
Relevant experience within an administration role	✓	
Relevant experience in a management/financial role	✓	
Experience of working with young people/young adults with autistic spectrum disorders and/or challenging behaviour	✓	
Experience of working within an education/residential setting	✓	
Skills	Essential	Desirable
Sound knowledge of administration practices and applications	✓	
Good knowledge of a specialist area	✓	
Good knowledge and understanding of people management	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Ability to work independently and as part of a team	✓	
Self-starter and competent in using own initiative	✓	
Good financial management skills and financial awareness	✓	
Competent IT skills	✓	
Good organisational and time management skills	✓	
Ability to draft correspondence including letters and memos for internal and external recipients	✓	
Qualifications & Training	Essential	Desirable
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Financial qualification	✓	
Admin Qualification/ IT qualification	✓	
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Driving licence	✓	
Able to undertake extended and variable working hours	✓	
Ability to relate well to children and embrace the ethos of the school	✓	