

# Baskerville School

Headteacher: Allan Lacey M.Ed.



Fellows Lane  
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## **Strategic Business Manager**

### **Job Description**

#### **Grade: GR6**

#### **1. Job Purpose**

- 1.1 To play a full and active part in the Senior Leadership Team with specific responsibility for leading/development of school support services at the school and ensuring that appropriate support for the Quality of Education is in place.

#### **2. Key Responsibilities**

##### **Strategic Role**

##### **2.1 Leadership**

- 2.1.1 Play a full and active part in the Senior Leadership Team with specific responsibility for leading/developing school support service

##### **2.2 Strategic Planning**

- 2.2.1 Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications
- 2.2.2 Plan the financial impact of the School Development with the Head Teacher

2.2.3 Produce timely and fully costed proposals and ensuring they are sustainable, for example, through five-year budgets

2.2.4 Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments

## 2.3 Management

2.3.1 Manage the disciplines of finance, human resource management, ICT, estate management, whole-school administration, and marketing

2.3.2 Risk Management and Sustainability

2.3.3 Health and safety, environmental issues, and service contracts

2.3.4 Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts. Develop a disaster recovery strategy to include a detailed plan

2.3.5 Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times

2.3.6 Manage all aspects of school business management in a sustainable and eco-friendly manner

## Finance

## 2.4 Managing and monitoring school and residential budgets and payroll

2.4.1 Manage the preparation of annual estimates of income and expenditure by the Finance Team for approval by the Head Teacher and governors and ensure estimates are linked to the School Development Plan

2.4.2 Line manage the Finance Assistant and the School's accounting procedures and resolve any problems

2.4.3 Oversee the regular preparation of management accounts and reports on the financial state of the school for governors and budget holders etc.

- 2.4.4 Advise the Head Teacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan (long-term financial strategy) for the future development of the school
- 2.4.5 Ensure compliance with the Financial management standard in schools
- 2.4.6 Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group accordingly
- 2.4.7 Monitor the school accounting function ensuring efficient operation according to agreed procedures and maintain those procedures by conducting at least an annual review
- 2.4.8 Oversee the special school funding and liaise with SENAR to ensure accuracy and timely receipt of funding
- 2.4.9 Oversee the Residential School funding and budget
- 2.4.10 Ensure the school transitions to cheque book status and that this is an effective project
- 2.5 Maximising Funds
  - 2.5.1 Maximise income generation within the ethos of the school. Ensure best value principals are adopted, for example, in extended schools activities
  - 2.5.2 Secure funds to which the school is entitled; act as point of contact with central and other agencies with regard to grant applications, gifts and other donations
  - 2.5.3 Secure bid-based competitive funds
- 2.6 Procurement
  - 2.6.1 Manage contract services (such as catering and cleaning)
  - 2.6.2 Secure bid-based competitive funds by effective use of bidding systems and contacts

- 2.6.3 Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances
- 2.6.4 Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Purchase, either directly or indirectly the school's energy supplies

## **Human Resource Management**

### **2.7 General Personnel Issues**

- 2.7.1 Oversee general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment
- 2.7.2 Oversee the Single Central Record
- 2.7.3 Advise governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. Attend employment tribunals as necessary. Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential
- 2.7.4 Act as a principle point of liaison for Governors' Clerk

### **2.8 Lead the support staff (admin, site, catering) management and development**

- 2.8.1 Recruit and manage support staff (admin, site, catering)
- 2.8.2 Provide leadership and guidance for support staff, (admin, site, catering) including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, premises and maintenance, ground staff, cleaners and caterers
- 2.8.3 Manage the professional development, appraisal and training of all school support staff
- 2.8.4 Contracts administration – managing employment contracts
- 2.8.5 Oversee all staff contracts and coordinate the administration of staff recruitment

### **2.9 Advising on employment law**

- 2.9.1 Providing advice on employment law issues
- 2.9.2 Advise governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination, etc, and the implementation of these policies in school
- 2.9.3 Formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation
- 2.9.4 Act as the school health and safety coordinator and fire officer

### **Estate Management**

- 2.10 Premises, health and safety management
  - 2.10.1 Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. In addition oversee plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc.
  - 2.10.2 In cooperation with the fire service, manage the installation and maintenance of equipment for protection against, and escape from, fire. Initiate and keep records of regular fire practices and alarm tests. Ensure emergency procedures are current timely
  - 2.10.3 Manage the upkeep of playing fields, gardens, all-weather surfaces, tennis courts and land drainage. Ensure the maintenance boundaries
  - 2.10.4 Purchase, repair and maintain all furniture and fittings
  - 2.10.5 Manage the security of the school and residential including site
  - 2.10.6 Managing health safety
  - 2.10.7 Know the elements of fire safety and the associated risks to the school through the process of risk assessment
  - 2.10.8 Know about health and safety regulations, particularly the main issues specific to the school and residential and how they relate to students, staff, visitors, contractors and other user of school premises and facilities

## 2.11 Letting, risk assessment

- 2.11.1 Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools activities with particular reference to the local community
- 2.11.2 Draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaising with building contractors and the school architect
- 2.11.3 Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved
- 2.11.4 Be aware of the importance of a disaster recovery plan and its place within the management procedures of the school
- 2.11.5 Know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility
- 2.11.6 Implement risk manage and loss prevention strategies in the school to reduce insurance costs

### **Whole-school administration**

## 2.12 ICT Management

- 2.12.1 Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones
- 2.12.2 Provide for the preparation and production of all school records and publications
- 2.12.3 Maintain pupil records including those for the assessment process. Analyse the data and, in conjunction with teaching colleagues form strategies to address specific issues
- 2.12.4 Obtain the necessary licences and permissions, and ensure their relevance and timeliness
- 2.12.5 Act as correspondent for the DFES and be responsible for the records and returns required

- 2.12.6 Manage the school's administrative and financial computer network systems; the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system, including desktop publishing. Act as system manager for the administrative computer network and curriculum network if appropriate
- 2.13 Staff Absence
  - 2.13.1 Oversee the staff absence process and procedures, including planning cover at optimum cost and ensuring HR processes re absence are robust
- 2.14 Marketing and liaison
  - 2.14.1 Promote the school to different audiences and raise the profile within the local community
  - 2.14.2 Ensuring effective liaison with other schools. For example by linking to a learning network and accessing training on a group basis to reduce costs and/or improve accessibility
  - 2.14.3 Liaise with local businesses for fundraising, arranging vocational experience and joint projects
- 2.15 Meetings and Events
  - 2.15.1 Attend and participate in such Staff Meetings/other working groups as are appropriate to the role
  - 2.15.2 Attend in school and out of hours functions to oversee School Support Services
- 2.16 Professional Development
  - 2.16.1 Attend and participate in training and staff development programmes as per the school's Staff Development Policy
- 2.17 Other Duties
  - 2.17.1 Any other reasonable tasks commensurate with the role to include before during and after school duties as member of the Senior Leadership Team

2.17.2 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

2.18 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.19 To ensure all tasks are carried out with due regard to Health and Safety

2.20 To undertake appropriate professional development including adhering to the principle of performance management.

2.21 To adhere to the ethos of the school

2.21.1 To promote the agreed vision and aims of the school

2.21.2 To set an example of personal integrity and professionalism

2.21.3 Attendance at appropriate staff meetings and parents evenings

### 3. Supervision Received

Supervising Officer's Job Title: Head Teacher

3.1 Level of supervision:

~~1. Regularly supervised with work checked by supervisor~~

~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

### 5. Special Conditions

5.1 None



## Person Specification

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	Desirable	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	School Business Manager (Level 5) qualification or equivalent	HR qualifications	AF/C
<b>Experience</b> Relevant work and other experience	In a school finance role	SBM currently Special school finance available	
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>		
<b>Training</b>			
<b>Other</b>			

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_