

**Ashton Community Science College**

Job Description

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| **Post:** | School Business Manager |
| **Reporting to:** | Headteacher |
| **Responsible for:** | Assistant School Business Manager / Senior Site Supervisor/ ICT Manager / Lettings and Grounds Officer / Business Support Officers |
| **Working Hours:**  **Working Weeks:** | 37  Full Year |
| **Salary/Grade:** | Grade 12 |

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| **Job Purpose** |
| The Business Manager is a senior member of staff within the school structure and supports the school in managing, planning, developing, and implementing all support services. The main duties relate to financial, personnel, health and safety and premises related matters. In addition, flexibility and a willingness to undertake other duties commensurate to the grade is crucial to the role. |

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| **Accountabilities / Responsibilities** |
| * To give strategic vision and leadership to all aspects of business and financial management of school resources including budget / financial planning of at least a year's timescale. * As a member of the Senior Leadership Team, to have a strategic lead into the writing and creation of the school improvement plan, including supporting the direction of the school ethos and vision. * To give the strategic vision and leadership in the provision and management of all support services within the school, including human resources, administration, finance, pastoral and facilities including in-house catering and cleaning. * To provide business and financial direction to the Senior Leadership Team, governing body and external agencies. * To develop and implement appropriate policies relevant to school support functions. * To negotiate, manage and monitor licences, insurances and contracts on behalf of the school. * To develop, as a regular function of the role, income generating activities including preparation of and submission of bids for funding to external agencies, as well as lettings. * To manage the Extended Services activities, such as lettings and potentially Community Cohesion, Community Health, Awareness Programmes and Sustainability Programmes * To oversee and quality assure the following areas: * the health and safety management of the school. * ICT Network. * Management of data * Premises and grounds teams * Day to day financial operations * To liaise with other School Business Managers, both locally and nationally |
| **General** |
| * To work within school policies and procedures. * To contribute to the provision of an effective environment for learning. * To attend skills training and participate in personal/performance development as required. * To take care for their own and other people’s health and safety. * Commitment to safeguarding and protecting the welfare of children and young people. * To be aware of and respect the nature of confidential issues. * Commitment to sustaining regular attendance at work. * Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher. |
| **Additional supporting information – specific to this post or postholder**  This is a professional role, normally achieved through qualifications - such as Advanced Diploma of School Business Management, MBA, DMS, or other appropriate professional qualification. |
| **Knowledge:**  A combination of applied and theoretical knowledge is needed, to deal with situations from a background of conceptual understanding, rather than practical applications. Co-ordination of a number of sub-functions, for example, catering, cleaning, administration, HR, finance, premises, and technicians. Planning at least 1 year ahead. Development, motivation, assessment, and reward of other employees. External negotiation and partnership. Creation of the right working climate. |
| **Problem Solving**  Only the objectives are defined. The postholder must think about how to achieve these goals, understanding that new procedures may have to be developed. Differing situations requiring the identification and selection within the area of expertise and acquired knowledge, occasionally new facts may need to be sought. Heavy supervisory or technical professional. The postholder may be responsible for the obtaining of professional advice from external bodies. This post would have a high problem-solving element. |
| **Accountability:**  Flexibility to determine how to achieve clearly defined objectives.  Typically, an average of £5million whole school budget of which the postholder would interpret, advise and facilitate by making decisions and taking action. |

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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: 18/04/24**