

School Business Manager

Job Description

Grade: GR5 – *Subject to Job Evaluation*

1. Job Purpose

- 1.1 The provision of full support to the Headteacher to ensure the effective leadership, management and administration of the school with specific responsibility for facilities, Health and Safety, the MIS and ICT infrastructure, Risk Management, Office Management, Financial Management and the management of non-class based school support staff

2. Key Responsibilities

- 2.1 Responsible, under the direction of the Headteacher, for financial matters having due regard to the appropriate financial directions and regulations of the Authority
- 2.2 To be responsible for the management of any applications for grant funding
- 2.3 Detailed monitoring of the main and separate departmental capitation and other budgets and advise on implications of decisions
- 2.4 Manage petty cash resources
- 2.5 Calculation, provision and application of costing and associated information
- 2.6 Advice and recommendations on matters relating to income and expenditure including production of statements and forecasts including half-termly financial reports to the Finance Committee and the full Governing Body
- 2.7 Preparation of forecasts and papers for annual budget setting meeting
- 2.8 Supervision of Office Staff including temporary and permanent officers and of work experience trainees to include conducting performance management review of administrative staff in accordance with the school's performance management policy and guidelines
- 2.9 Management of school support staff, specifically lunchtime supervisors and caretaking and cleaning staff
- 2.10 To oversee the work of the Health and Safety Officer
- 2.11 Preparation and maintenance of school inventory
- 2.12 Ensure the provision of an effective administrative, secretarial and clerical support to the headteacher and other teaching staff as required in specialist areas
- 2.13 Generally organise, plan and control workloads and procedure. The interpretation and the provisions of regulation and directives and the provision of advice on matters within the scope of the job

- 2.14 Management of the MIS and ICT infrastructure
- 2.15 To advise and make recommendations on matters relating to personnel
- 2.16 Management and administration of personnel procedures and records
- 2.17 To advise and make recommendation on the management of school facilities
- 2.18 Plan own work to ensure the meeting of defined objectives
- 2.19 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.
- 2.20 To ensure all tasks are carried out with due regard to Health and Safety
- 2.21 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.22 To adhere to the ethos of the school
 - 2.22.1 To promote the agreed vision and aims of the school
 - 2.22.2 To set an example of personal integrity and professionalism
 - 2.22.3 Attendance at appropriate staff meetings and parents evenings
- 2.23 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

- 3.1 Supervising Officer's Job Title:
- 3.2 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	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Certificate of School Business Management (CMBS) or equivalent	AF/C
Experience Relevant work and other experience	Financial management experience in an educational setting	AF/I
	Administrative experience in an educational setting	AF/I
	Experience of line management responsibility	AF/I
	Experience of using data input systems	AF/I
	Experience of using purchasing systems	AF/I
	Experience of child protection procedures and commitment to safeguarding pupils	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable	AF/I
	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	The ability to manage the school budget both on a strategic and day to day level	AF/I
	The ability to lead, organise and motivate a team	AF/I
	The experience and ability to deal positively with staff, children and parents	AF/I
	Effective time management skills	AF/I
	Effective use of ICT	AF/I
	The ability to think strategically	AF/I

	<p>The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others</p> <p>The ability to support colleagues</p> <p>To be loyal and committed to the school</p> <p>An ability to establish and develop positive relationships throughout the school</p>	<p>AF/I</p> <p>AF/I</p>
Training		
Other		

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

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.