

Job Title: School Business Manager

Reports to: Head Teacher

Job Purpose

- To provide the full range of HR services to the governing body, senior management team and staff, to ensure legal compliance and best practice.
- As a member of the senior management team, contribute to the realisation of the school vision and priorities for ongoing improvement.
- Work with the governing body, senior management team and staff to enhance their effectiveness in order to achieve excellent standards of resource management, wellbeing, leadership, and teaching and learning in the school.
- Be responsible for management of; administration, HR, facility and property services, health and safety, press and publications, and management information within the school.
- Manage the administrative staff, finance officer, midday staff and caretaking and cleaning staff within the school.
- Advise and support the governing body and senior management in the control and evaluation of budget and grant decisions.

Human Resources

- Draft and implement policies/ policy development ensuring legal compliance and best practice, in consultation with SLT, staff and governing body.
- Provide all stakeholders with professional HR advice and support across the HR discipline.
- On behalf of the Head Teacher, undertake all staff HR related meetings, including attendance reviews, risk assessments, the induction process, return to work interviews and probationary meetings.
- On behalf of the Head Teacher, monitoring attendance trends and manage OH referrals in accordance with the Attendance Management Procedure.
- Be responsible for the strategic and operational aspects of the recruitment procedure taking into account workforce planning, supply staff, talent management, organisation development and change and leadership in the school.
- Manage all investigations / casework in respect of HR processes and present to and advise the Head Teacher and governing body accordingly.
- Lead on advising staff and management in respect of Single Status, Teachers Pay and Conditions and NJC terms and conditions.
- Develop and maintain effective partnership working with trade unions in relation to casework and policy development.
- Support and advise the Head Teacher and SLT on all performance management related matters for support staff.
- Carry out performance management of all support staff in partnership with teacher leaders where appropriate.
- Undertake staff training audits and evaluate the training needs of staff e.g., child protection, manual handling, first aid, team teach, behaviour management and minibus training.
- Seek best value for money in terms of engaging relief staff and liaise with supply agencies on financial and HR related matters and provide appropriate induction for relief staff.
- Implement all payroll and contractual changes and liaise with HR Employment Services ensuring deadlines are met.

- Advise and support the Governing Body Finance / Personnel Committee and full Governing Body meetings to present relevant information and advice on related matters.
- Monitor documentation relating to school visits in support of the Head Teacher.

Health and Safety

- In consultation with SLT, staff and governing body write and implement policies and risk assessments, ensuring legal compliance and best practice.
- Ensure compliance with all health and safety and fire regulations.
- Ensure legal compliance and testing / servicing of specialist equipment e.g., hoists, tracking, changing room equipment.
- Manage the annual risk assessment process in conjunction with the Head Teacher and governing body.
- Monitor the statutory inspections and maintenance of school equipment throughout the school.
- Ensure the statutory requirements for First Aiders are complied with and co-ordinate training accordingly.
- Ensure the accident reporting process is completed and identify any trends.
- Provide reports in respect of personal injury claims to Flintshire County Council.
- Report to SLT and governing body on situations which are potential hazardous to stakeholders and take steps to minimise / eliminate those risks.
- Source training and equipment in respect of H&S and feedback to SLT and the governing body on best value e.g., Defibrillator, first aid training, manual handling, minibus driving and ladder training.
- Ensure compliance with all health and safety regulations.
- Advise and support the Governing Body Premises / Health and Safety Committee and full Governing Body meetings on related matters.

Premises

- Monitor premises to ensure they are maintained to the required standard.
- Ensure the premises are managed appropriately with regard to the provision of adequate heating, cleaning, furniture, and maintenance.
- Work closely with the Estates Manager on all premises related matters.
- Liaise with Flintshire County Council personnel to co-ordinate building developments and improvements and to ensure the satisfactory completion of the building works associated with the new school premises.
- Liaise and negotiate with contractors.
- Monitor statutory maintenance and inspections and liaise with Flintshire County Council in respect of relevant SLAs.
- Manage the caretaking and cleaning team and ensure their CPD needs are evaluated and met.
- Maintain records of building developments and decoration projects and liaise with external providers as appropriate.
- Liaise and negotiate with external providers on the installation of equipment e.g., playground equipment, fencing, and advise the SLT / governing body accordingly.
- Ensure insurances and licences are in place.
- To advise and support the Governing Body Premises / Health and Safety Committee and full Governing Body meetings on related matters.

Finance

- In conjunction with the Head Teacher, liaise with Flintshire County Council's Finance Advisor to monitor budget spend and projections.
- Monitor staff salary statements on a monthly basis and liaise with Flintshire County Council regarding any anomalies.
- Advise on all staffing costs associated with e.g., general salaries, residential visits, overtime, pensions, after school clubs, holiday provision.
- Advise the governing body / SLT on the SLA agreements with Flintshire County Council and research best value.
- Advise and support the Governing Body Finance / Personnel Committee and full Governing Body meetings on related matters.
- Identify potential cost efficiencies through joint working with the co-located primary school, Ysgol Maes Y Felin.
- Identify the need for, and select and manage resources, including management of resources budget.
- Manage procurement and be responsible for securing relevant sponsorship
- Identify the need, and be responsible, for securing appropriate licences and insurance.
- Develop work specifications and manage service contracts.
- Responsibility for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Responsibility for planning, monitoring, and evaluation of budget.
- Responsibility for the management of expenditure from the school budget.
- Responsible for the monitoring, evaluation (with support from the Head Teacher), and management of grant funding.