



William Farr Church of England Comprehensive School

JOB DESCRIPTION

School Business Leader

RESPONSIBLE TO: Headteacher and Governing Body

RESPONSIBLE FOR: Finance Administration
Site Manager and Caretakers
Catering Team
HR Manager
School Shops

Job Purpose

1. The School Business Leader is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Leader is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Leader promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Leader is responsible for the Financial Resource Management/Administration Management/Human Resource Management/ Facility & Property Management/ Health & Safety Management of the School/ School Catering.

SLT Corporate Responsibilities

- 1 To ensure consistent, high quality education for all students through continuous innovation and improvement of standards of care and guidance, teaching and learning and whole-school achievement.
- 2 To further develop the quality of the learning environment and the ethos of the school.
- 3 To ensure the highest possible performance of all staff through the generation of high levels of morale and motivation, challenge and support, effective personnel management, and a commitment to thorough consultation and participation.
- 4 To ensure that the deployment and workload of staff is fair and well managed, and to maintain an appropriate balance for all staff between professional autonomy and accountability.
- 5 To ensure equality of opportunity for all individuals at all times.
- 6 To review policies which relate to areas of responsibility.
- 7 To contribute to whole school staff development.

8 To report to the Governing body, as requested, on areas of responsibility.

9 To expand the opportunities for stakeholders beyond the school to become more involved in the school, thus improving the boundary with parents.

Individual Key Responsibilities

Leadership & Strategy

1. Attend Senior Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
2. Negotiate and influence strategic decision making within the school's Senior Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan.
5. To lead and manage all school support staff

Financial Resource Management

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant people
8. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
10. Identify additional finance required to fund the school's proposed activities
11. Seek and make use of specialist financial expertise
12. Maximise income through lettings and other activities
13. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
14. Present timely and fully costed proposals, recommendations or bids
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
16. Monitor the effectiveness and implementation of agreements
17. Manage the payroll services for all school staff including the management of pension schemes and associated services.

Administration Management

1. Manage the whole school administrative function and lead all support staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.

Facility & Property Management (In conjunction with Site Manager)

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations for outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety (In conjunction with Site Manager)

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive

8. Ensure the maximum level of security consistent with the ethos of the school

9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Other

To manage duty teams at break and the end of the school day.

To attend Governing Body Meetings and to provide reports for them as requested.

To contribute to new staff induction programme.

To deal with staff issues.

To initiate the update of publications.

To contribute to staff inservice training.

To performance manage support staff.

To assist in staff appointments.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.