

**POST TITLE: Federation School Business Manager: Infant & Junior Schools****Grade:** SCP 30 - 33**Responsible to:** Executive Headteacher**Responsible for:**
Administrative Assistants x 2 – Junior School
Catering staff – Junior School
Federation Site Manager – Infant & Junior Schools
Office Manager – Infant School**PURPOSE OF THE JOB**

The Federation School Business Manager (SBM) will lead on all areas of business services across the Infant & Junior Schools. They will work across both schools to promote high standards of business ethos and strategically ensure the most effective use of resources in support of the schools' learning objectives.

The Federation SBM will be responsible for the conduct of the school's financial affairs, business management and matters relating to premises, including ensuring that the school remains fully compliant with regard to legal and safety requirements.

The Federation SBM is a member of the Executive Leadership Team and reports directly to the Executive Headteacher, working collaboratively with the leadership at both the Infant and Junior Schools.

MAIN DUTIES AND RESPONSIBILITIES**Leadership and management**

To work as part of the Executive Leadership Team to assist the Executive Headteacher in their duty to ensure that the Infant and Junior Schools meet their educational aims.

To take delegated responsibility for financial affairs in the absence of the Executive Headteacher.

To be responsible for the line management and performance management of staff at the Junior School in administration, caretaking, cleaning and catering functions.

To be responsible for the line management and performance management of the Office Manager at the Infant School.

To provide advice, support and mentoring to the Office Manager at the Infant School as required. (Time on site at the Infant and Junior Schools to be agreed on an annual basis with the Executive Headteacher).

To provide advice and guidance to the Executive Headteacher, Deputy Executive Headteacher and Governing Board in developing new initiatives and managing change and to maintain an oversight of the services provided to both schools, including development of those services.

To play a key part in collating, analysing and presenting information to the Governing Board and the Executive Leadership Team on the schools' performance against targets set out in the School Development Plans.

Financial management

To evaluate information and consult with the Executive Leadership Team and governors to prepare realistic budgets for school activity and assist in the overall financial planning process for the Infant and Junior Schools.

To manage all aspects of the schools' financial systems in accordance with agreed policies, ensuring accurate financial records are maintained, and to report to the Executive Headteacher and Governing Board on a regular basis.

To ensure that the financial transactions in the schools are carried out in an appropriate manner and that the financial regulations of both the Local Authority and the schools are observed.

To be responsible for the preparation of appraisals for particular projects and the development of long-term initiatives for the schools.

Work with Calderdale Finance to ensure that financial summaries for both schools are produced and other financial reports as required by the Governing Board.

To be responsible for the writing and submission of bids for funding as required.

To seek and make use of specialist financial expertise as required including the initiation and management of audit procedures as necessary.

To submit capital bids to the Diocese, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.

Administration

Manage the administrative function across the Infant and Junior Schools including school reception, reprographics, school records and communication systems.

Design and maintain administrative systems that deliver outcomes based on the schools' aims and goals.

Manage systems and link processes that interact across both schools to form complete systems.

Establish and use effective methods to review and improve administrative systems.

Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.

To seek and make use of specialist GDPR expertise and act as the main contact point for the DPO.

Human resources

To have responsibility for the administration of pay and conditions for staff at both schools and to liaise with external contractors in that provision.

To ensure that all HR policies and procedures comply with both statutory requirements and school internal processes.

To ensure that the DBS Single Central Record at all sites is accurate and kept up to date.

To manage the schools' systems for personnel administration including confidential staff personnel files and SIMS personnel records.

To ensure that accurate records of staff attendance, leave of absence requests etc are maintained and to produce reports as required by the Executive Headteacher.

To manage the administration of safer recruitment of staff, including maintaining job descriptions, personnel specifications, collating applications, seeking references and managing paperwork for new employees, ensuring compliance with legal and regulatory requirements.

Manage a consistent induction process for all new employees and volunteers.

To support the Executive Headteacher and Deputy Executive Headteacher in the deployment of staff and in HR/personnel matters.

To seek support in specialist expertise in relation to HR issues as required.

ICT management

Manage the schools' administrative and financial computer network systems and act as system manager for the administrative computer networks.

Oversee the implementation of appropriate information management systems.

Provide for the preparation and production of all school records and publications.

To be responsible for the maintenance of pupil records including those for the assessment process.

Facility and property management

Take delegated responsibility for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the schools, working with premises staff and Leadership. Specific responsibilities include:

- Regular contact with the premises staff ensuring that proper maintenance and repair of the school is carried out and monitored.
- Monitoring and overseeing the quality of work of contractors, the site manager and cleaning staff, reporting to the Executive Headteacher and Deputy Executive Headteacher as appropriate.
- Being responsible to the Executive Headteacher for the security, maintenance, heating, cleaning and other general site services within the premises.
- Monitor, assess and review contractual obligations for outsourced school services and dealing with tendering processes as appropriate.
- To provide leadership support and ensure that relevant planning and construction processes are undertaken in line with contractual obligations.
- To follow school and regulatory procedures in estate management and grounds maintenance.
- To ensure business contingency plans and critical incident plans are in place.

Health and safety

To ensure the implementation of health and safety regulations, particularly the main issues specific to school and how they relate to pupils.

To implement, monitor and review the schools' health and safety policy and ensure that all necessary risk assessments and procedures are in place, including overseeing the Educational Visits Co-ordinator role at both schools.

To organise health and safety training for staff as appropriate and to advise on all health and safety matters, including measures in the event of emergencies eg fire risk assessments.

To ensure appropriate records are kept and that regular fire practices are carried out.

General

To ensure inventories of equipment and stock are maintained and that all aspects of insurance are up to date.

To develop effective working relationships with schools, partners, and other agencies.

To assist the Executive Headteacher and Governing Board in responding to local and national drivers affecting the Federation.

To engage in any CPD activities appropriate to the role.

The postholder may also be required to undertake any other professional duties as required by the Executive Headteacher.