



## School Business Manager

**Actual Salary Range:** £53,136 - £55,155 (Scale SM2)

**Contract:** Full Time: 36 hours a week /52 weeks a year

**Responsible to:** Headteacher and Governing Body

Russet House School is a Special School catering for autistic children from the age of 3-11 years. While this is largely an office based role, everyone working within our community is expected to show a friendly and positive attitude towards our pupils and families.

### **Purpose:**

To be a member of the School's Senior Leadership Team and to provide professional and creative strategic leadership in support of the school's vision and culture.

To manage all the non-teaching aspects of the school's organisation and to be responsible for:

- Finance and Business Management
- Premises and facilities Management
- Health and Safety
- Human Resources Management
- Whole school administration and IT systems

### **Responsibilities:**

- To support the Headteacher in creating a school ethos conducive to high standards, excellent learning and strong professional relationships to meet the needs of Early Years and Primary aged autistic pupils.
- To respond positively to support and challenge from governors, providing accurate reports and additional information needed to enable them to carry out their strategic role. To attend Full Governing Body and Finance Committee meetings.
- To implement school policies, procedures and practices at all times and to take a lead on the development, implementation and monitoring of Policies and Risk Assessments as relevant to the role.
- To assist the Headteacher in the process of school evaluation (SEF) and take the lead on aspects of the School Development Plan as relevant to the role.
- To manage and have strategic oversight of all aspects of the School's financial affairs.
- To ensure financial systems are well managed and meet the statutory reporting requirements and standards of financial audit, DfE, Ofsted and the Local Authority.
- To be proactive in generating income for the school and joint income generation in collaboration with the Enfield Advisory Service for Autism (EASA – School Outreach Service), including developing links with relevant external organisations to peruse possible revenue streams such as sponsorship and grants
- To support the fundraising work of the Friends of Russet House FORHS (the school's charity).
- To ensure that the school's estate and facilities are used to maximise their income potential, such as through lettings.
- To be responsible for the School's IT infra-structure, in liaison with the Support Company to ensure all systems meet statutory requirements and those of the school.
- With the IT company, ensure the school and EASA are compliant with data protection and GDPR, and have overall responsibility for the school's GDPR procedures.
- To be responsible for developing and maintaining the School's website.
- To ensure that the School provides a safe, secure and healthy environment across all sites.
- To have oversight of all Health and Safety issues across all sites and ensure matters are addressed and report to the Headteacher/Governing Board as appropriate.
- To manage the School's facilities and oversee contractors including cleaners, across all sites.

- To ensure that all administrative and premises staff are managed effectively and have direct line management of the Office Manager / Finance Officer, Administrative staff and Site Managers.
- To ensure the school's Single Central Record is kept up to date.

### **Finance and Business Management**

To have financial management responsibility for School and EASA including:

- Prepare the annual budget for approval by the Headteacher and the Governing Body.
- Develop strategic financial plans over a 3 year period and make projections regarding differing aspects of the school's income, expenditure and balance, for approval by the Governing Body.
- Ensure the School Development Plan is fully costed and monitor its financial implementation.
- Manage, monitor and revise the School budget as needed.
- Produce and present quarterly reports to the Governor Finance Committee. Provide all such information as is reasonably requested by the Governing Body and the Finance Committee.
- Ensure timely completion of the ICFP, SFVS and Local Authority standards and procedures.
- Provide budget holders with relevant information to enable them to manage their own budgets effectively.
- Manage the School's bank accounts and mandates.
- Monitor the School's cash flow, ensuring that payments are made within agreed time limits.
- Oversee and monitor all accounting procedures (including those carried out by the Administrative/ Office staff) and resolve any problem, including:
  - Ordering, processing and payment for all goods and services provided to the School
  - Operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
  - Preparation of sales invoices and collection of fees and other duties, taking legal action where necessary to recover bad debts.
- Prepare all statutory financial returns for the DFE, the Local Authority and other government agencies within required deadlines.
- Negotiate and manage the School's contracts and Service Level Agreements, to ensure best value principles.
- Handle insurance claims as required.
- Generate, develop and deliver initiatives to generate income for the school working alongside the Headteacher and Head of EASA, including:
  - Identify and apply for suitable bids and grants.
  - Promote the school premises for lettings and manage all aspects of the lettings process.
- Liaise with financial departments in other Local Authorities in order to receive additional funding for Out of Borough pupils attending Russet House.

### **Premises and Facilities Management**

To oversee the management of premises and facilities across all sites (Main site in Autumn Close including 2 classrooms in Carterhatch Infants, 2 classes in a modular building in Suffolks Primary School and EASA-Bell Lane):

- To maintain adequate insurance cover and that renewal takes place at the appropriate times.
- Ensure that the asset register and management plan is regularly reviewed and updated and that fixtures, fittings and furniture are fit for purpose.
- With the Site Manager, regularly inspect the condition of the School's physical environment to ensure it is secure and maintained to a high standard.
- Ensure site security matters which require urgent, short and longer term attention are addressed.
- Oversee the various maintenance budgets with Site Managers.
- Create a five year maintenance plan for the School and ensure regular updates.
- In consultation with the Headteacher and Site Manager liaise with consultants and contractors as necessary for new build, improvement, maintenance or renovation work.
- Organise tenders, using consultants as necessary. Negotiate and review contracts as appropriate and liaise with organisations and agencies providing agreed services to ensure best value.
- To have oversight of contracted services (e.g. for cleaning and catering) to ensure high standards are maintained at all times and value for money is obtained.
- Be a premises key holder for the main site (Autumn Close)
- Develop backup arrangements for the various control systems on site, so security is maintained and key systems (e.g. boiler) function efficiently.

### **Health and Safety**

- To ensure that the School provides a safe, secure and healthy environment across all sites (as above)
- To be the school's Health & Safety Officer, including Fire Officer, delegated by the Headteacher.
- To ensure that the school's health & safety policy is implemented and regularly reviewed.

- Update and amend annually the School's Emergency Plan and Risk Assessments which relate to the site and facilities.
- Ensure that all required site safety related checks are planned and carried out and provide timely reports to the Local Authority (LA) and governors and to keep up to date with premises regulation and training provided by the LA. Support the Governor with responsibility for Health and Safety to fulfil their role.
- Ensure any safety matters which require urgent, short or longer term attention are addressed.
- To ensure that all H&S documentation is recorded and communicated to staff regularly, including risk assessments and the identification of hazards.
- Arrange First Aid training for staff and ensure there are always enough trained staff to meet the needs of the school.
- Manage the school's compliance with medical regulations and checks (e.g. weekly defibrillator check) and ensure medical supplies are stocked and in date.

### **Human Resources Management**

To oversee all HR processes required for the management of a large staff team employed by Russet House and some agency staff including:

- Ensure that contracts of employment are issued as appropriate and records of such are accurately maintained.
- Ensure staff are paid in line with their agreed terms and salary scales and details are accurately recorded in the School's financial records.
- Ensure all required pre-employment checks are carried out, with the outcomes recorded, and the Single Central Register is maintained in line with national regulations.
- To be responsible for the recruitment and management of office and site staff and oversee their probationary periods.
- To supervise the work of the administrative team, carrying out Professional Development Reviews and ensuring that they are trained to a high standard.
- Advise and help deliver School based training to relevant support staff in the use of the School's Management Information Systems, Health and Safety etc. to site staff and other training as necessary.
- Meet regularly with line managed staff to ensure effective communication.
- To ensure school staff and Governors are trained in areas relevant to their roles with respect to Health and Safety, financial management, cyber security, and site related matters and have access to required professional development.
- To have oversight of the Management of Absence policy and procedures and manage the data monitoring in order to provide updates to SLT and the Governor Finance Committee. To lead on the management of absence for site and office staff, and support with the Core Hours TAs by conducting their Return to Work interviews as needed.
- To advise the Head and Chair of Governors on HR policies, ensuring all school policies are up to date and communicated.

### **Whole school administration and IT systems**

- To liaise with the School's IT Support Provider to ensure the administrative and teaching networks, equipment/ resources, licences etc. are fit for purpose and updated as required.
- To be responsible for developing and maintaining the School's website.
- To oversee the development and use of the school's social media.
- To ensure that all school and EASA records and data are maintained in line with General Data Protection Regulations (GDPR) and all relevant GDPR documentation is completed to meet Local Authority standards.
- To liaise with the Local Authority Data Protection Officer to ensure Service Level Agreements and contracts comply with GDPR legislation and standards.

### **Other Responsibilities**

- To work flexibly and undertake other duties as may be required by the Headteacher, to ensure the smooth running of the school.
- The post holder will ensure the duties of the post are undertaken with due regard to the School's Health and Safety and Data Protection Policies and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.

*All Schools, PRUs and other Services within Enfield are committed to Safeguarding and promoting the welfare of children and young people. Therefore all employees and workers within Russet House School are expected to share this commitment.*

*Staff are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title, purpose and grade.*