



Carlisle & Hampton Hill Federation



Job Description

Job Title: **School Business Manager**

Accountable: **Headteachers at Carlisle Infant and Hampton Hill Junior School**

1. Core Purpose

- To manage the federation administrative team, providing leadership, training and guidance in line with the strategic direction of the federation.
- To manage an efficient and effective 'non-teaching' structure and system of accountability.
- To be responsible for strategic planning and providing a lead in the financial direction of the federation.
- To provide robust financial management of the federation's activities and assets.
- To be responsible for the accuracy of financial forecasting, budgetary processes and the end of year accounts.
- To contribute to whole school leadership as part of the Federation Strategy Team, Senior Leadership Teams and support the governing body in fulfilling their responsibilities.
- To provide project management leadership across the federation.

2. Strategic Planning and Management

- To liaise with the LA Finance Department and School Finance Officers to ensure effective and timely financial monitoring through production of monthly reports.
- To make use of national and regional benchmarking data available to provide the SLT and Governors with comparative analysis to inform decision making on financial prioritisation.
- To liaise with all relevant organisations to ensure the federation receives its full funding allocation and to inform accurate financial planning.
- To ensure the school meets statutory financial standards and all necessary requirements from internal and external auditors.
- To provide leadership for federation staff in terms of effective budget management, including training where necessary on financial management.

3. Leadership and Line Management

- To assist in the Federations self-review procedures.
- To line manage the federation administrative team and breakfast club team.
- To oversee effective management of the federation finances and HR systems on a day-to-day basis.
- To liaise with each school's ICT Coordinator and to ensure that there is a strategic plan in place for the existing and future development of the IT capability within the school.



- To liaise with each school Premises Manager to ensure the strategic development of the school sites, refurbishment projects, new builds and contracts.
- To oversee the development of a comprehensive business continuity and disaster recovery plan.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
- To ensure that the curriculum is fully costed, affordable and reflected in the financial plans of the school.
- To provide strategic vision and leadership across all 'non-teaching' functions of the federation.
- To manage designated administrative functions, including reprographic and records.
- To attend relevant governors meetings particular those involving financial matters.
- To take a lead role in the communication systems within the school.
- To promote the well-being of pupils and staff.

4. Project Management and Management of External Services and Contracts:

- To be responsible for the effective management of all ongoing contracts entered into by the federation with external agencies (e.g. grounds maintenance, utilities, refuse collection, personal hygiene, etc.).
- To be responsible for the effective management of all one-off contracts with external agencies (e.g. capital works and insurance works).
- To lead the tendering process, and to liaise with the Executive Head teacher on all contracts to that ensure best value and quality of provision is maintained.
- To work with the Executive Head teacher on improvement of the site, including the most effective deployment of revenue and capital monies to ensure continued improvement.
- Manage staffing, buildings, ICT systems, equipment and school vehicles to achieve an uninterrupted service.

5. HR and Payroll

- To monitor SLAs for value for money.
- To liaise with the Executive Head teacher in relation to personnel issues and LA HR Department to ensure that the school complies with relevant legislation.
- To maintain an effective performance management process for the federation administrative team.
- To liaise with the local authority HR department as required.
- To manage recruitment and appointment procedures.
- To sit on interview panels as required.

6. Other duties

- Developing and maintain good relationships with parents and local community.
- Attending school events.
- Attending all INSET and training sessions as required by the Federation.
- Acting as Key Holder for both schools (including opening and closing as required).



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