



School Business Manager - JOB DESCRIPTION

Reporting To: Headteacher	Pay Scale: TEAL Associate Staff Payscale, Point 20
<p>Job Purpose:</p> <p>To actively support our core purpose, remembering that “We are here to make great schools and happier, stronger communities so that people have better lives.”</p> <p>Under the direction of the Headteacher and/or School SLT, The School Business Manager (SBM) is responsible for ensuring the effective operational management of the business functions of the school in conjunction with TEAL’s School Support Team.</p> <p>The SBM is responsible for ensuring their team delivers a high-quality and effective service across the full spectrum of school-based operation activities including Administration, Facilities and Estates (inc Health and Safety), Finance and Human Resources.</p>	
Key Responsibilities: Specific	
<ul style="list-style-type: none"> • Responsible for the line management of all non teaching and classroom-based support staff at the school • Oversee, manage and review the workload of the team, ensuring that work is fairly distributed and that it is accurate, appropriate, meeting timescales and deadlines, professional and in line with expectations. • Manage, evaluate, and enhance administrative systems and processes to align with the school's requirements. • Provide necessary data, reports, and information to facilitate informed decision-making. • Oversee the purchase order and purchase invoicing process, ensuring that invoices orders and invoices are appropriately approved before passing to the TEAL School Support Finance Team for processing. • Liaise with the Headteacher and TEAL School Support Finance Team to support the preparation and monitoring of the school budget • Support the TEAL School Support Finance Team to prepare for annual audit, ensuring compliance with relevant practices and procedures and ensuring all relevant documentation is available • Responsible for the monitoring and ongoing management of the cashless sales system for such services as catering, schools trips and uniform sales etc. • Oversee school procurement processes in line with the scheme of delegation to ensure cost-effective purchasing decisions are made and oversee service delivery. • Collaborate with the TEAL School Support HR Team to ensure school recruitment activities are managed in a way which provides candidates with a professional, transparent recruitment and selection experience. • Maintain and update the Single Central Record to ensure full compliance with safer recruitment standards. • Oversee the induction process, ensuring all new staff complete statutory and mandatory training and receive appropriate onboarding. • Ensure all monthly HR returns, requisition forms, and payroll-related submissions are completed ahead of deadlines. • Ensure the effective maintenance and confidentiality of all staff records in compliance with data protection regulations (GDPR). • Collaborate with the TEAL School Support HR Team to manage staff absence including arranging absence management meetings and supporting return-to-work processes. • Liaise with supply agencies in line with TEAL’s preferred supplier list, to ensure the teaching commitment of the school is upheld. • Support the school/governor/clerking relationship through communications, facilitating meetings and providing information and documents that will ensure governance can fulfil their role. • Oversee the school’s catering team to ensure they consistently deliver nutritious menus and maintain high standards of food hygiene • Oversee the school’s premises team to ensure they consistently maintain high standards of cleanliness and premises maintenance • Work alongside the Head of Facilities and Estates to oversee estate management, Health and Safety management and contract management. • Ensure that sustainability practices are integrated into the school's operations, including waste management, energy efficiency, and resource conservation. • Attend relevant network meetings and information sessions, sharing good practices with colleagues across TEAL. 	
Key Responsibilities: General	
<p>The post holder will be required to act on their own initiative or on the authority delegated from their line manager or a member of the School/TEAL SLT.</p> <p>The post holder will be expected to work within TEAL and the schools’ policies and procedures and uphold the organisation’s values and vision.</p> <p>The job description is not intended to be a complete list of duties and responsibilities but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of TEAL. The post holder will undertake any other duties appropriate to the remit.</p> <p>TEAL is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.</p> <p>The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.</p> <p>The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely).</p> <p>The key competencies and behaviours commensurate with this post are identified overleaf.</p>	



Ethical Leadership Qualities - Values and Behaviours Framework

Value's	Behaviours
Trust	<ul style="list-style-type: none"> • Being reliable, consistent, credible, honest, humble, courageous and kind. • Managing emotions and helping others to manage their emotions. • Keeping promises and doing what you say you will do • Having a genuine interest in others
Wisdom	<ul style="list-style-type: none"> • Developing knowledge and real expertise, then sharing knowledge • Learning from mistakes and failures and admitting when we are wrong • Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish. • Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
Kindness	<ul style="list-style-type: none"> • Being kind, humble and authentic • Leading with compassion and care, listening and seeing beyond the job role to the person • Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
Justice	<ul style="list-style-type: none"> • Doing what is right, rather than what is popular or easy. • Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate. • Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense. • Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
Service	<ul style="list-style-type: none"> • Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour • Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools. • Removing barriers and blockers to enable others to do their jobs well • Leaving our egos at the door and putting ourselves in the service of others. • Channel ambition into our schools, not ourselves, and developing our successors
Courage	<ul style="list-style-type: none"> • Looking in the mirror when something goes wrong. • Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward. • Give the whole truth, the back-story and the why.
Optimism	<ul style="list-style-type: none"> • Believing in our own ability, and the ability of others, to do what is right to change the world for the better. • Calling out negativity and cynicism • Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
Vision	<ul style="list-style-type: none"> • Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development. • Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks. • Believing in the potential of others; helping them be the best they can be. • Quickly taking in new information and translating that into recommendations, decisions, plans and projects.