

ANNUAL SERVICE LEVEL AGREEMENTS 2015-16

School Business Management Service

Services 1-4 available as well as ad hoc

Resource management

Ensuring best possible use of resources through effective planning, considering all financial and other resource implications.

Management

Provide strategic support to the Headteacher and governing body on all aspects of school business management.
Manage the disciplines of human resources, ICT, estate management, whole-school administration and marketing as required.

Bids and Contracts

Secure bid-based competitive funds by effective use of bidding systems and contacts.
Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, ensuring 'best value' at all times.

Estate Management

Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Meeting regularly with relevant managers and suppliers to support, action plan and review progress.

Marketing and Liaison

Promote the school to different audiences and raise the profile within the local community

Whole School Administration

Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.

To put in place, lead and develop the business and administrative systems within the School.

To maintain an up to date knowledge of government requirements regarding financial, policy and procurement administration in the School.

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Attendance at termly governors' meetings.