School Business Manager (Maternity Cover)

Job Description

**Responsible to: The Head Teacher**

**Responsible for: Financial Planning and Monitoring, Financial Controls, Personnel, Risk Management and Health and Safety**

*Job Purpose:*

1. To strategically lead on all aspects of Budget, Financial Resource Management, Administration Management, Management Information and ICT, Human Resource Management, Facility & Property Management and Health & Safety Management of the School
2. Lead responsibility for reviewing and implementing school policy and practice with regard to Finance, Admin and Premises
3. As member of the Senior Leadership Team, to share the responsibility for implementing overall policies and procedures for the whole school and actively contribute to the successful running of the school
4. To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Governors
5. To liaise with and adhere to auditors’ requirements
6. To be the school’s leading non-teaching support staff professional and work as part of the Senior team to assist the Head Teacher and SLT in his / her duty to ensure that the school meets its educational aims
7. Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school’s learning objectives
8. Lead responsibility for the Financial Resource Management, including contract management /Human Resource Management, and Health & Safety Management of the School
9. To liaise with relevant members of the local authority and represent the school as appropriate

*General Duties*

*Leadership & Strategy:*

1. To lead and advise the Senior Leadership Team and Governing Body on matters relating to finance, personnel, administration and premises development
2. Attend leadership team, Full Governing Body and appropriate Governors’ sub-committee meetings when requested
3. Negotiate and influence strategic decision making within the school’s leadership team
4. To take delegated responsibility for financial decisions following appropriate discussions with the Head Teacher
5. To provide support as relevant to the Head Teacher.
6. Plan and manage change in accordance with the school development / strategic plan
7. To undertake such duties as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher

*Financial Resource Management:*

Prepare an annual budget for the school to enable the Head Teacher to submit to the Governing Body and provide specific expertise in long-term financial management. Responsible specifically for;

1. Ensuring the school has appropriate financial systems and managing all aspects of the school’s financial systems in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head Teacher and Governors
2. Ensuring that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the DfE/EFSA and the school are observed in a timely manner
3. Evaluating information and consulting with the SLT and Governors to prepare realistic and balanced budget for school activity
4. Submitting the proposed budget to the Head Teacher and Governors for approval and assisting the overall financial planning process
5. Discussing, negotiating and agreeing the final budget and presenting it to the Governing Board
6. Using the agreed budget to actively monitor and control performance to achieve value for money, producing quarterly and monthly reports for monitoring purposes.
7. Identifying and informing the Head Teacher and Governors of the causes of significant variance and taking prompt and corrective action
8. Monitoring the budget throughout the financial year, reporting any matters of concern to Head Teacher and Governors and proposing revisions to the budget if necessary, in response to significant or unforeseen developments
9. Providing ongoing budgetary information to relevant people
10. Advising the Head Teacher and Governors if fraudulent activities are suspected or uncovered – where appropriate following appropriate whistleblowing procedures (including contacting the LA/DfE/EFSA)
11. Maintaining a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
12. Preparation for approval by the governors of annual estimates of income and expenditure
13. Preparation of all financial returns, as required by the DFE, Local Authorities and other government agencies, within statutory deadlines
14. Creating and managing the ‘Resource’/ Finance module giving guidance to other users
15. Preparing appraisals for particular projects and the development of long term initiatives for the school
16. Co-operating and liaising with external auditors, initiating and managing audits and rectifying procedures as necessary to ensure School compliance
17. Attending the relevant Governors’ Committee meetings
18. Managing the tendering for relevant service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximizes its potential from the local authority
19. Submitting capital bids to the local authority, monitoring and control of devolved capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors
20. Reviewing the school’s ability to generate income by such methods as lettings, applying for grants and fundraising
21. Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets
22. Safeguarding the school’s assets by ensuring all statutory and all statistical returns are completed as appropriate
23. Identifying additional finance required to fund the school’s proposed activities
24. Selecting types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identifying possible and suitable providers in order to maximise return
25. Putting formal finance agreements in place with suitable providers for agreed amounts at agreed times and appropriate and agreed costs and repayment schedules
26. Monitoring the effectiveness and implementation of agreements
27. Maximising the school’s ability to generate income by such methods as lettings, applying for grants and fundraising
28. Negotiate and run the school lettings business

*Administration*

Work with the office team to ensure those aspects of administration of the school, which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include;

1. Working with School Administrator overseeing the whole school administrative function, to ensure the efficient and effective running of the general office as one of the school’s main points of public contact, as well as the centre of daily administration
2. Working with the School Administrator process measures that are affordable and that will enable value for money decisions for those managing resources
3. Working with the Administrator establishing and using effective methods to review and improve administrative systems
4. Using data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
5. Benchmarking systems and information to assess trends and make appropriate recommendations
6. Preparing information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines

*Management Information Systems & ICT*

1. Consider approaches for existing use and future plans to introduce or discard technology in the school
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
4. Establish systems to monitor and report on the performance of technology within the school
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
6. Ensure contingency plans are in place in the case of technology failure
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
8. Be the school’s responsible person for all DPA/GDPR/ICO policies and implementation

*Human Resource Management - Personnel*

Responsibility for oversight and management of the personnel function for finance, personnel and administration ensuring it meets the needs of the school effectively to achieve excellent standards of service delivery. Specific responsibilities include:

1. Ensuring best practice on staffing matters and compliance with employment legislation and guidance from the local authority and the DFE
2. Oversee payroll, pension and associated services
3. Oversight of the schools employment policies and those related to them.
4. Managing recruitment, performance management, appraisal and development for all kitchen & cleaning support staff
5. Monitoring the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
6. Monitoring the way policies and procedures are actioned and provide support where necessary
7. Seeking and making use of specialist expertise in relation to HR issues
8. Evaluating the school’s strategic objectives and obtaining information for workforce planning
9. Identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
10. Advising staff on employment and salary issues.
11. Strategic oversight that required records are kept current and any statutory returns completed in a timely manner.

*Premises Management and Development*

Work with the Site Manager to ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations. Ensure the safe running of the school. You will have oversight of the Administrator’s work in this area and ultimate responsibility for it. Specific responsibilities are;

1. Monitor, assess and review contractual obligations for outsourced school services
2. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
3. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

*Health & Safety*

1. With the Site Manager have strategic oversight of the school’s Health & Safety responsibilities.
2. Ensure the school’s written health & safety policy statement is clearly communicated and available to all people
3. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
4. Ensure systems are in place to enable the identification of hazards and risk assessments
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive

*Marketing and liaison*

1. Strategic responsibility for the school’s marketing strategies and promoting the school to parents, partners and the local community
2. Ensuring effective liaison with other schools and outside agencies
3. To assist in shaping the school’s Marketing strategy.

*Personal Responsibilities:*

1. Playing a full part in the life of the school community, supporting its distinctive vision and ethos and encouraging staff and pupils to follow this example
2. Actively promoting school policies and procedures
3. Responsibility for own continued professional learning and development
4. Compliance with the school’s Health & Safety policy undertaking risk assessments as appropriate.
5. To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment, working in an atmosphere of professionalism, discretion and confidentiality
6. Undertaking adhoc duties as requested by the Head Teacher
7. Attending meetings scheduled in the school calendar punctually
8. Adhering to the School’s Safeguarding Policy

**Notes:**

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
* This job description is not necessarily a comprehensive definition of the post. It may be reviewed and it may be subject to modification or amendment at any time after consultation with the holder of the post
* The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher
* This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS disclosure.**

**References will be taken up prior to interview.**

**PERSON SPECIFICATION SCHOOL BUSINESS MANAGER – FINANCE, HR and PREMISES**

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| --- | --- | --- |
| **AF – Application Form, SP – Selection Process, Ref – Reference Specification**  | **Essential/** **Desirable**  | **Method of Assessment**  |
| **QUALIFICATIONS**  |
| Degree or equivalent  | E  | Ap  |
| School Business Management Qualifications (Certificate in School Business Management - Accredited at Level 4, Diploma in School Business Management - Accredited at Level 5, Advanced Diploma in School Business Management - Aimed at Level 6)  | D  | Ap  |
| CCAB qualified (ie ACA, ACCA CIMA or CIPFA)  | D  | Ap  |
| MSc in Educational Leadership (School Business Management)  | D  | Ap  |
| Evidence of continuous professional development  | E  | Ap  |
| **LEADERSHIP**  |
| Support and demonstrate commitment to the vision for the further development and improvement of the school  | E  | Sp  |
| Support the Head Teacher and governors in the management of change and improvement in pursuit of strategic objectives  | E  | Sp  |
| Prioritise, plan, organise, direct and co-ordinate the work of others  | E  | Ap  |
| Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others  | E  | Sp  |
| Deal sensitively with people and resolve conflicts  | E  | Sp  |
| **SKILLS**  |
| Excellent communication and interpersonal skills  | E  | Ap/Sp  |
| Ability to work independently, demonstrating initiative  | E  | Sp  |
| Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required  | E  | Ap/Sp  |
| Ability to communicate with a wide range of audiences, including other employees within the school, governors, parents, LA and government officers, contractors, suppliers, bank, auditors and others  | E  | Sp  |
| Ability to lead and manage staff effectively and sensitively and to lead by example  | E  | Ap/Sp  |
| Ability to negotiate best value  | E  | Ap/Sp  |
| Ability to manage projects from inception to completion, meeting deadlines.  | E  | Ap/Sp  |
| Ability to reconcile priorities and processes, work to tight deadlines and problem solve  | E  | Ap/Sp  |
| Receptive to new ideas, approaches and challenges  | E  | Sp  |
| **EXPERIENCE**  |
| Proven experience of strategic planning, budget monitoring, cash management and forecasting, procurement  | E  | Ap  |
| Proven experience of producing a variety of financial/ management reports including the production of statutory accounts from a trial balance  | E  | Ap  |
| Experience of successfully networking and building relationships with other organisations or institutions.  | E  | Ap  |
| Proven experience of management of teams and change projects  | E  | Ap  |
| Proven experience of fundraising.  | D  | Ap  |
| **KNOWLEDGE**  |
| A sound knowledge of budget management  | E  | Ap/Sp  |
| A sound knowledge of a range of financial systems and computer applications  | D  | Ap/Sp  |
| Knowledge of relevant policies, legislation and codes of practice in Finance (e.g. Charity SORP, Companies Act)  | E  | Sp  |
| **SAFEGUARDING**  |
| Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.  | E  | Sp  |
| Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances  | E  | Sp  |
| Can demonstrate an ability to contribute towards a safe environment  | E  | Sp  |
| **PERSONAL QUALITIES**  |
| Enthusiasm, drive and a love for the job  | Essential  | AF, SP & Ref  |
| Committed to high standards of customer service  | E  | Sp  |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people  | E  | Sp  |
| Committed to equality and diversity  | E  | Sp  |
| Committed to own continuing professional development which may include working towards School Business Management qualification.  | D  | Sp  |
| Clear vision and an innovative approach  | E  | AF, SP & Ref  |
| A passion for ensuring all aspects of school life demonstrate appropriate confidentiality requirements, sensitivity, integrity and respect  | E  | SP & Ref  |
| Commitment to a high profile presence in and around the school  | E  | Sp  |
| A team player promoting equality of opportunity, participation and diversity; an ability to foster an open culture where all are valued and treated fairly  | E  | AF, SP & Ref  |
| Calm and confident under pressure; a good sense of humour  | E  | SP & Ref  |
| Excellent communication skills, both verbal and written  | E  | SP  |
| Ability to organise, plan and prioritise time effectively  | E  | SP  |
| Ability to act decisively.  | E  | SP  |
| Willingness to challenge others to produce positive outcomes.  | E  | SP  |
| Flexible, efficient and highly organised  | E  | SP  |