



School Business Manager

Role Profile

Job Title:	School Business Manager
School:	St Josephs Federation of Junior, Infant and Nursery Schools
Grade Range:	Grade 15 – Point range 41-43 Salary range £53607 -£55620
Hours:	Full-time, 36 hours per week, all year round Part time considered for the correct applicant
Location:	St Josephs Federation of Junior, Infant and Nursery Schools
Reports to:	Executive Headteacher
Role Purpose and Role Dimensions:	This will involve: <ul style="list-style-type: none">• The School Business Manager is the school's leading support staff professional and as a member of the Senior Leadership Team assists the Headteacher in their duty to ensure that the school meets its educational aims• The School Business Manager is responsible for providing professional leadership and management of relevant support staff to enhance their effectiveness• The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives• The School Business Manager is responsible for the financial management/administration management/facility and property management/human resource management/health and safety management and management information and ICT of the school
Commitment to Diversity:	This will involve: <ul style="list-style-type: none">• To take individual and collective professional responsibility for championing diversity and proactively implementing initiatives which secure equality of access and outcomes. Committing to continually developing personal understanding of diversity.
Other Considerations:	This will involve: <ul style="list-style-type: none">• Post includes occasional attendance at relevant evening meetings

Key Accountabilities and Result Areas:

Key Elements:

Leadership and Strategy

This will involve:

- Responsibility for strategic financial planning within the current year and three to five-year period.
- Working with senior leaders and Governors to ensure the effective management of revenue and capital funding, equipment and resource
- To identify and secure external funding for the school whilst reporting to the Headteacher and Governors
- To support the creation, development and recommendation of all policies within the remit of the role for approval by the Governing Body.
- Attending relevant Senior Management/Leadership Team and Governing Body meetings
- Contributing to strategic decision making within the school's Senior Leadership Team
- In the absence of the Headteacher, taking delegated responsibility for financial decisions
- Planning and managing change in accordance with the school development/strategic plan.
- Leading, management and development of relevant school support staff
- To continually enhance the reputation of the school within the borough and beyond by developing effective stakeholder relationships

Financial Resource Management

This will involve:

- To be responsible for all school financial accounts, ensuring that all financial procedures are carried out in line with current regulations
- Evaluating information and consulting with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activities
- Submitting the proposed budget to the Headteacher and Governors for approval and assisting with the overall financial planning process
- Discussing, negotiating and agreeing the final budget
- Using the agreed budget to actively monitor and control performance to achieve value for money
- Identifying and informing the Headteacher and Governors of the causes of significant budget variances and taking prompt corrective action
- Proposing revisions to the budget if necessary, in response to significant or unforeseen developments

- Providing ongoing budgetary information to relevant people
- Advising the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Maintaining a strategic financial plan that will indicate the trends and requirements of the School Development Plan and will forecast future year budgets
- Identifying additional finance required to fund the school's proposed activities, seeking and making use of specialist financial expertise
- Maximizing income through lettings and extended school activities
- Presenting timely and fully costed proposals, recommendations or bids
- Putting formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitoring the effectiveness and implementation of contract agreements

Administration Management

This will involve:

- To be responsible for the overall line management and professional development of the administration staff, extended services and premises staff, developing and implementing new procedures, protocols and systems to meet the changing needs of the school
- To set objectives and manage performance of administration staff
- Make recommendations that promote the school, including developing and maintaining all the school's marketing and information materials
- Using data analysis, evaluation and reporting systems to ensure systems are streamlined to maximize efficiency and avoid duplication
- Appropriate use of benchmarking systems and information to assess trends and make recommendations
- Preparing information for publications and returns within statutory guidelines

Management Information Systems and ICT

This will involve:

- Considering approaches for the use of existing technology and future plans to introduce or discard technological systems
- Consulting with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensuring that the school has a strategy for using technology aligned to the overall vision and plans for the school, ensuring value for money
- Communicating the strategy and relevant policies, including Data Protection for use of technology across the school
- Establishing systems to monitor and report on the performance of technology within the school
- Ensuring resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems
- Ensuring contingency plans are in place in the case of technology failure
- Ensuring data collection systems providing information to stakeholders are streamlined to maximize efficiency of the data supplied

Human Resource Management

This will involve:

- Providing a confidential, effective and efficient personnel service to staff in line with adopted school policies and procedures
- Oversee the induction of newly appointed staff
- Managing the payroll services provided by external provider for all school staff
- Ensuring the school's equality policy is clearly communicated to all staff in school
- Ensuring that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Managing recruitment, performance management, appraisal and development for relevant support staff in consultation with Headteachers
- Monitoring all relevant legal and regulatory requirements
- Ensuring staff have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitoring the way policies and procedures are actioned and providing support where necessary
- Seeking and making use of specialist expertise in relation to HR issues
- Evaluating the school's strategic objectives and obtaining information for workforce planning
- Identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Facility and Property Management

This will involve:

- Work with the site manager to manage and maintain the school premises
- To maintain the lettings policy for the school and explore avenues for letting the premises and increasing income and develop ways in which the school can be accessed for community use
- Ensuring the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensuring the safe maintenance and security operation of all school premises
- Managing the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensuring the continuing availability of utilities, site services and equipment
- Following sound practices in site management and grounds maintenance
- Monitoring, assessing and reviewing contractual obligations for outsourced school services
- Ensuring a safe and secure environment
- Ensuring ancillary services cleaning, etc., are monitored and managed effectively
- Managing the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seeking professional advice on insurance and advising the Headteacher on appropriate insurances for the school and implementing and managing such schemes accordingly.

Health & Safety

This will involve:

- Planning, instigating and maintaining records of fire practices and alarm tests.
- Ensuring the school's written health & safety policy statement is clearly communicated and available to all people
- Enabling regular consultation with staff on health and safety issues
- Ensuring systems are in place to enable the identification of hazards and risk assessments
- Ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team and Governing Body
- Ensuring the maximum level of security is consistently maintained

Green Statement

This will involve:

- Seeking opportunities for contributing to sustainable school development, in accordance with the council's green commitment. In particular, demonstrating good environmental, social and governance practices.

Data Protection**This will involve:**

- Developing ICT policies, procedures and systems aligned with child safeguarding policies and data protection policies and legislation

Safeguarding**This will involve**

- To remain vigilant and act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature, including a requirement to report any incidents that have been witnessed, heard or suspected

To contribute as an effective and collaborative member of the school**This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

The values and behaviours we seek from our staff draw on the high standards of the school. The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the shortlisting and interview process for the post. If you have a disability that impacts you meeting some of the job requirements, please let us know through your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be adjusted to enable you to meet the requirements.

Job Title: School Business Manager	Grade: 15 (Points 41 – 43)
Responsible to following manager: Headteacher	Responsible for following staff: Administration Team, Site Manager

Person Specification Requirements			Assessed by A/I/R (see below for explanation)
Qualifications	Essential	Desirable	Assessed
Educated to a minimum of NVQ Level 4 in a relevant discipline/subject	✓		A
Certificate or Diploma of School Business Management from the National College for School Leadership (NCSL)		✓	A
Accountancy qualification to a minimum of AAT technician stage		✓	A
Knowledge and experience			
Experience of using computerised systems for budget planning, monitoring, management and financial regulations applicable to schools		✓	A / I
Experience of using information systems, including computerised systems (SIMS/FMS6) in an administrative environment		✓	A / I
Experience of providing high-level administrative support including experience of managing staff	✓		A / I/R
Experience of analysing data, developing systems, problem solving and project management	✓		A / I/R
Experience of premises and site management including knowledge of the application of health and safety in an educational setting, and good practice relevant to the risk assessment, maintenance and upkeep of a public building	✓		A / I/R
Experience of constructing and writing bids for financial funding and an ability to successfully generate income		✓	A / I

	Essential	Desirable	Assessed
Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	✓		A / I
Ability to undertake a wide range of finance, personnel, premises and administrative tasks	✓		A / I
Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning	✓		A / I
Ability to collate statistical data and present in written reports	✓		A / I
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and deprivation.	✓		A / I
Knowledge and understanding of child protection and safeguarding	✓		A / I
Proven literacy, numeracy and communication skills, including being able to respond appropriately to staff, governors, pupils and a range of external stakeholders	✓		A / I
Personal Attributes			
Supports the Catholic ethos of the school	✓		A / I
Ability to work successfully as a team member establishing effective working relationships and flexible working processes	✓		A / I
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times	✓		A / I
Ability to communicate effectively and support staff appropriately	✓		A / I
Enhanced disclosure and barring service (DBS) clearance (post exempt from the Rehabilitation of Offenders Act 1974)	✓		A / I

A – Application form

I – Interview

R – Reference