

**JOB DESCRIPTION**

**School Business Manager**

**Responsible to** Headteacher

**Responsible for** Line and performance management for specified support staff team members in the school.

 In addition, the post holder will be required to work flexibly in proposing and mentoring of good practice in business management/ financial services to staff in other schools within the Trust’s /hub family of schools.

**Place of Work:** Based at the School with some occasional work to be undertaken at other hub schools or Trust level meetings as required

**Purpose of the Role:**

To act as the school’s leading support staff professional and represent support staff input to the senior leadership team(s) in ensuring that the school meets its educational aims and objectives

To manage all lead officer accountabilities for the school’s support services including school finance, general administration, catering, risk management, Health & Safety and the General Data Protection Regulations as they impact the work of the school. Ensuring the most effective use of resources and to promote the highest standards of business ethics with the support service functions.

**Key Duties & Responsibilities**

**Financial & Resource Management.**

To lead the finance management and accountancy function;-

* The preparation and presentation of a three- year budget annually taking into account the strategic priorities of the school(s). Ensure that budget preparation secures balanced budgets by evaluating data and in consultation with all stakeholders. Monitor, control and revise the budgets throughout the financial year.
* The provision of on-going budgetary information to budget holders/SLT, governors and the central management team of the Trust.
* Ensure the accurate and compliant oversight of the (external) payroll service.
* Work with leadership colleagues on the financial and support services elements of the School’s Development Plans or other Improvement plans affecting the site.
* Ensure that compliant public sector financial agreements are in place with providers of services and that they are monitored. Oversight of the procurement of services and contracts for the school the post-holder will work with the Trusts procurement manager to ensure best value and value for money ancillary and support services for the school.
* Ensure financial procedures are managed commensurate with government, DfE and ESFA guidelines and liaise with ESFA for funding queries and support.
* Maximise income generation, from grants, fundraising, sponsorship, lettings, Extended Schools or other initiatives.
* Ensure that the school fulfils its audit duties and responsibilities – working with internal and external auditors in line with Trust requirements.

**Personnel Management**

The post-holder will undertake line and performance management of identified staff across the school.

In addition the post -holder will;-

* Undertake and accurately update the schools’ strategic objectives for workforce planning and costing.
* Prepare and present reports and proposals to the senior leadership team, Trust or governors as required to secure the effective operation of the staffing structure for the school(s)
* Develop and ensure the delivery of training/support for support team members, Middle and other senior leaders.

**Organisational Improvement/Change Management**

Undertake the viability, planning and implementation of any change management projects under the guidance and direction of the Headteacher including; -

* Assist with communication of the Academy’s development plan.
* Prioritise SMART objectives for change.
* Provide financial data as required for new initiatives/support projects for the development of the school.

**Administrative & Office Management**

* Under the guidance of the Headteacher, design, maintain and review administrative systems to deliver the school’s outcomes and goals.
* Ensure that the school systems and staff knowledge and practices are compliant with the requirements of the General Data Protection Regulations- working with the Trust Compliance and Data Protection Manager to ensure the schools systems and records are secure and compliant with Trust standards.
* Define responsibilities, information processes and coaching/mentoring of administration support staff and other stakeholders to ensure the effective day to day management of support services.
* Develop processes and systems that are best value for public finance.

**General Management**

* To support the SLT in the review and update of the School policies, including staff, student and parental surveys and services and actions responding to them.
* Oversee the management and efficient delivery of non-classroom support services on site such as reprographics and telephone systems. Ensure best value for such contract by regular monitoring and review.
* Research and recommend effective and efficient solutions to improve the school’s offer.
* Support whole school activities, processes and communications.
* Support Leadership colleagues with organisation for pupil activities as required.
* Take a pro-active part in hub and Trust level initiatives on business management as the representative of the school.

**Premises, Health & Safety Management**

* To be the school’s Health and Safety officer and to carry out all associated duties
* Ensure availability of utilities, site services and equipment.
* Ensure that the school operates the Trust preferred H&S management system
* Follow sound practices in estate management and grounds maintenance.

**Other**

* To keep up to date with national, public sector and Trust level developments in the areas of finance and operational matters impacting on education.
* In collaboration with the Headteacher, ensure effective time management, delegation & prioritisation of work which supports an equitable workload for the support staff functions of the school.
* To be a role model of professional school business management, to promote teamwork and to motivate staff to ensure effective working relations.
* To establish common standards of practice within the teams managed and to provide professional leadership of all business and administration functions.
* Any other duties commensurate with the level and remit of this post.

**PERSON SPECIFICATION**

**SCHOOL BUSINESS MANAGER**

**QUALIFICATIONS**

**Essential**

Education to NVQ Level 3 or comparable

**Desirable**

Educated to NVQ4 or above in a business or administration or IT vocational qualification.

Ideally hold or be working towards the Certificate in Business Management or the Diploma in Business Management (or be willing to work towards)

Health & Safety Qualification e.g. IOSH

**SKILLS/KNOWLEDGE**

**Essential**

A skilled multi-tasking individual who can hold a number of tasks in operation at the same time and can securely switch between them as the need/contingencies of the day require.

The ability to apply alertness and concentration e.g. in the production of financial reports and forecasts. The ability to work in an environment where there are likely to be interruptions (e.g. from other staff and pupils)

Skilled in the application of financial planning and budget planning/monitoring and forecasting requirements. This includes the planning of financial information over months/across year e.g. annual expenditure/budget/staff work programmes

Excellent communications skills both orally and in writing – and including numeracy skills for the production of reports with financial information and focus

Knowledge of the day to day application of the General Data Protection Regulations as they impact schools.

Attention to detail and accuracy and a personal pride in the delivery of a first class service.

Knowledge of financial planning and budget setting principles and practices.

Presenting information (often of a complex nature) in a succinct manner which will assist the understanding of audiences who may not be specialists in the area (e.g. producing information for school governors)

Skilled in the ability to demonstrate initiative and independence in the setting of own work priorities and scheduling – and that for the team of administrative and finance staff being managed.

Strong negotiating and influencing skills as required by the manager of a team of staff

Ability to apply tact and diplomacy to diffuse conflict

Ability to advise teaching and support staff and governors of the value of policies and procedures in clear and plain language which wins their support and co-operation.

Skilled user of manual records and IT systems for the recording of confidential information, personal and personnel records and budgetary information

Skilled user of Microsoft packages to intermediate level or above (Word, Excel, and PowerPoint)

**Desirable**

Skilled in the application of financial planning and budget planning/monitoring and forecasting requirements ideally in a school/academy environment.

Knowledge of the current national schemes and requirements in the financial reporting and budget setting requirements as they apply to Academies.

Knowledge of financial planning and budget setting principles and practices particularly as they relate to the operation of a large Primary school and within the Academies sector

Knowledge and understanding of the role of school governors in relation to the areas affected by of school business management activities

Direct application of knowledge gained concerning the setting and monitoring of staff performance targets and objectives

**EXPERIENCE**

**Essential**

Using IT based systems for the financial and budgetary planning and forecasting of a service deliver area.

Holding direct personal responsibility for the monitoring of budges – particularly those relating to office based services (e.g. reprographics, stationary, utilities).

Significant experience of working in personal contact situations with clients/customers and the delivery of a responsive front-line service to them.

Direct and extensive experience of the operational systems put in place to ensure document and information confidentiality.

Experience of working in one or more roles involving multi-tasking and the management of strict deadlines for both internal and external audiences.

Managing at least one other person and two service areas in the delivery of their role

Previous use of general project management skills and research techniques in the production of reports or recommendations

**Desirable**

Line and Performance management of a team of employees across discrete areas of responsibilities.

Experience of Customer care standards and team-building activities in a front line personal office service environment

Awareness of Data Protection and Freedom of Information Act requirements as they relate to the education sector.

Previous application of coaching and mentoring skills and the carrying out of induction training for new members of staff.

Knowledge of OFSED and ESFA requirements as they impact upon the preparation and reporting work required in schools.

Giving advice, guidance and recommendation to senior managers at Headteacher or Management Board level

Applying Child Protection and Safeguarding Policies and Practices

Acting as part of a management team (ideally school management team) in influencing decisions and policies as they apply to school business management