

Job Description: Joint School Business Manager

Job Title: School Business Manager – Across 2 schools and provide finance support to additional organisations	Post No:	Grade: 08HC with Market Force Allowance to 09HC
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Directorate: Children and Young People	Division: Schools	Section: Orleton School & Kimbolton School
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Responsible to: Head Teacher
Responsible for: Admin and site staff, Premises, Health & Safety, Schools budgets up to £1.75m
Functional links with: SLT, Teaching staff, associate staff, contractors, parents/ carers, governors and local community, health professionals

Main purpose of the post: <ul style="list-style-type: none">• To plan, organise and develop all aspects of school management, (with the exception of teaching and learning) but including all disciplines of Financial Management, HR Management, Estate Management, Administration and all general Training and Development of all staff• As a member of the senior leadership team (SLT) you will share with the Head Teacher and other colleagues a team approach to developing the vision, strategic planning, leadership and management of the school, ensuring development priorities are addressed. Effective team building, communication and feedback are of paramount importance.• You will be the manager of the admin teams across the sites.• You will be heavily involved in the decision-making process, in particular relating to financial and personnel decisions. You will advise the respective head teacher and governors on policy making and evaluation across all school issues.• You will have a high profile with staff, students and parents, actively reinforcing the positive ethos of the schools• You will be well prepared for Performance Management and Development Review as a team leader and appraisee.• You will have negotiated specific areas of responsibility, which may change according to the needs of the schools, the SLT group and the individual.

Main Responsibilities/ Accountabilities The post holder will be expected to complete the responsibilities/ accountabilities effectively in order to deliver the key objectives of the organisation.

Leadership and Strategy <ul style="list-style-type: none">• Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development• Under the direction of the head teacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals• As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate• Negotiate and influence strategic decision making within the School's SLT• Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff• Take all decisions in line with the vision and values of the school, and encourage others to do the same

- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

Human Resource Management

Admin/ Site Staff

- To manage all functions in relation to associated staff and the development review
- Work delegation including timesheets, holidays and absences
- To consider training and staff development issues of associated staff
- To be responsible for the appointment's procedure and interviews of associated staff

All staff

- Coordinate the appointment procedures
- To manage and update external payroll/ HR and internal personnel systems
- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the HR provider
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- In consultation with the LA, to be responsible for the general provision of HR advice to the senior leadership team, governing body and staff, including, salaries, payroll, policies and procedures, redundancy and dismissal
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- To check identity of staff and volunteers, and to be responsible for the maintenance of a central record for recruitment checks including qualifications, right to work and DBS
- To be responsible for the completion of documentation relating to pay instructions and contract amendments for school staff and sent to the external HR provider for processing
- Complete staff absence documentation and returns
- Manage the HR database
- Maintain confidential staff records in accordance of GDPR

Financial Resource Management

- In partnership with the head teacher, manage the school's budgets and ensure it is balanced, realistic, and represents an effective use of public funds
- Have extensive knowledge of VA & VC school funding streams
- Submit the budget to the governing board
- Analyses and compile financial data for reporting and review to the finance committee
- Monitor the budget all year round, advising the head teacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the head teacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants, circa 20k per annum
- Present timely and fully costed proposals, recommendations or bids

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- To effectively manage and implement our duties identified with SLA's held with external companies where the school is providing an external service e.g. Pre-school/ Orleton Food CIC/ Cluster Primaries
- Use benchmarking data to assess trends and the success of the school in relation to comparative data of similar schools and report findings to the head teacher and governors
- Manage re-imburement schemes e.g. school milk
- Liaise with the LA on financial matters, when required
- Ensure appropriate financial procedures are in place in line with legal requirements and recognised good practice
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance processes, delegating tasks to office staff where appropriate
- Prepare year end accounts for audit e.g. School Fund Accounts/ Extended Schools etc.

Estate Management

- To be responsible with the Head teacher for the maintenance of the School site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, ventilation, energy conservation etc.
- In co-operation with the Fire Service and the Head teacher, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely
- To keep up-to-date with Health and Safety legislation, liaise with consultants, work with the Head teacher to implement exemplary practise, maintain effective files and records and report to governors.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services e.g. cleaning/ grounds maintenance and improvement projects circa £50k
- To be responsible for the arrangements for School facilities including transport and bookings for School facilities
- To be responsible for the letting of the School premises to outside organisations and School staff, and for the development of all School facilities for out-of-School use, with particular reference to the local community.
- To be responsible for the coordination of repairs and maintenance of fixtures and fittings.
- Oversee contracts from both internal and external improvements/repairs undertaken by outside agencies.
- Liaise with contractors and other agencies where maintenance or development work is being carried out.
- Monitor cleaning, grounds maintenance, catering and other service contracts.
- Ensure appropriate insurance cover is maintained.
- Develop work specifications

Health & Safety

- With the head teacher and premises team, supervise the maintenance of the school site
- Act as the school's health and safety coordinator and fire officer
- Ensure the school's health and safety policy is up to date and communicated to all staff and available for all
- Oversee statutory obligations are being met for our pupils with special educational needs
- Plan, instigate and maintain records e.g. legionnaires/ fire
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for all staff

- To know about risk assessment tools and how to use them to coordinate their productions to establish hazards and preventative measures to implement, relating to the function of the school.
- To be aware of the importance of and to coordinate a disaster recovery plan and its place within the management procedures of the school
- Ensure the maximum level of security consistent with the ethos of the school

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Ensure appropriate licenses are obtained, as required

Whole School Administration

- Design and maintain administrative systems that deliver outcomes based on the school's aims and objective
- Manage systems and link processes that interact across the school to inform complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managed resources
- Establish and use effective methods to review and improve administrative systems
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the head teacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- To be responsible for ensuring that all trips and other activities undertaken by the school staff and pupils are properly costed and accounted for, including the administration and recording of bursaries e.g. pupil premium
- Prepare all statistical returns accurately and promptly and submit to the DfE/ LA within statutory guidelines
- To manage all the administrative/ support staff and ensure that they:
 - Maintain all necessary computerised records
 - Maintain and collate all pupil records and reports
 - Undertake all other administrative tasks in line with their job descriptions, ensuring teachers are able to focus on teaching and learning

Management Information systems and ICT

- To be responsible for the systems and general management of the school's computer network, the implementation of appropriate Management Information Systems and act as system administrator
- Consider the approaches for existing use and future plans to introduce or discard technology on the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including GDPR for use of technology across the school

Marketing

- To promote the school to different audiences and raise the profile within the local community
- Liaise with local businesses for fundraising, arranging vocational experiences and joint projects

Person Specification for School Business Manager Role

<p>Job Title: School Business Manager – Across 2 sites and provide support to external provisions</p>	<p>Post No:</p>	<p>Grade: 08HC with Market Force Allowance to 09HC</p>
<p>Directorate: Children and Young People</p>	<p>Division: Schools</p>	<p>Section: Orleton & Kimbolton School's</p>
<p>Experience</p>	<ul style="list-style-type: none"> • Relevant management experience • Experience in relevant profession • Line management experience • Financial management experience including more complex budgetary control and financial accounts • Knowledge of employment law • Knowledge of contracts management • Knowledge of health and safety legislation and procedure relevant to the school environment • Knowledge of relevant risk assessment tools 	
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Staff management, leadership and team building • Written and oral communication • Ability to work and communicate with a wide range of stakeholders including pupils, staff, governors and parents/ carers • Ability to work independently demonstrating initiative and pro-actively • Ability to act as systems manager • Ability to develop and maintain efficient record keeping systems • Ability to work as part of the SLT • Ability to analyse and interpret complex information and make recommendations • Ability to problem solve • Ability to negotiate “best value” with suppliers • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues • Computer literate in relevant software 	
<p>Qualification and training</p>	<ul style="list-style-type: none"> • Ongoing CPD in relevant disciplines • Appropriate training in finance and budgets • Educated to A-Level standard or equivalent • Appropriate qualification in relevant discipline e.g. ILM Level 4/ CSBM • Health & Safety training e.g. IOSHH 	
<p>Other factors</p>	<ul style="list-style-type: none"> • Able to attend governor meetings out of normal hours • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and development opportunities 	

	<ul style="list-style-type: none">• On call for school emergencies• Police clearance	
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