

Job Description & Person Specification

School Business Manager

L11 £66,368 – L15 £73,105 depending on qualifications and experience

NJC Terms and Conditions, Local Government Pension Scheme (GMPF)

Full time (36 hrs 40 mins per week), full year

Purpose of Post

Strategic senior leader providing direction, people leadership and development, promoting and enabling the school improvement plan with the headteacher.

With oversight of whole-school business leadership, the business manager enables strategic planning and smooth operations at school level and is the strategic matrix link to Cranmer Education Trust central team.

Acting as a servant and steward of public resources, the post holder will act within the principles of public life, The position requires networking and collaborating with key leaders, devising and monitoring action plans aligned with overall Saddleworth and Cranmer Education Trust priorities, and maintaining ongoing professional development and training.

Reporting to:

Headteacher

Responsible for:

- Whole school strategic oversight and leadership
- All school support staff, operations and business functions
- Budget and Finance
- HR
- ICT
- Estates and health and safety

Key Responsibilities

1. Member of the senior leadership team, working closely with the headteacher to drive whole school culture and improvement initiatives.
2. Strategic overview of all business and finance operations, including budget forecasting and planning.
3. Development of the school premises with the headteacher, including embedding alternative provision initiative.
4. Change management and leadership - influencing and enabling change.
5. People leadership: Ensuring the People Strategy is embedded, all staff having an appraisal and opportunities for development. Supporting HR processes and embedding organisational culture, leading support service leads team meetings. Oversight of HR process and practice within the school.
6. Ensures the Trust and School's values, vision mission and ethos are effectively communicated and lived by influencing teams and people. Developing impactful whole school communications and engagement strategies.
7. Oversees the operation of the business of Saddleworth School to ensure that all support service functions, structures, and working practices are effective, aligned and compliant.

8. Maintains a visible and professional high profile around school.
9. Demonstrate ethical leadership through personal characteristics and virtues.

The Business Manager will line manage:

- The leads for HR, admin, student services, operations, finance, ICT, site.
- Contracts for cleaning, catering and lettings.
- Other roles, including matrix management, as directed by the headteacher.

Specific Remit Areas

1. Budget planning and forecasting
2. Workforce planning and school people leadership
3. Leading School Support Services
4. IT
5. Finance
6. Operations
7. Human Resources and People Strategy including Recruitment and Marketing strategy
8. Compliance
9. Information management
10. Policies
11. Implementation of an alternative provision strategy with Headteacher
12. Network with Trust central business framework

General duties

- Proactively promote and comply with safeguarding / child protection in all areas of responsibility
- Understand the importance of inclusion, equality and diversity and promote equal opportunities for all
- Uphold and promote the values and ethos of the Trust
- Implement and uphold all policies, procedures, and codes of practice of the Trust
- Support the Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others, reporting any hazards and actively contributing to the security of the school
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required
- Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required
- Undertake any other additional duties commensurate with the grade of the post

The job description is current at the date shown, but, in consultation with the post-holder, it may be changed by the headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Person Specification	Essential / Desirable	Application/ Interview
Qualifications		
Experience at a senior level within school business leadership	E	A/I
Specific business discipline experience/qualification (management, finance, HR, administration)	E	A/I
Professional qualification at graduate level	D	A/I
School Business Management qualification(s) CSBM, DSBM, ADSBM	D	A/I
Experience		
Successful experience of people leadership and management within an organisation	E	A/I
Experience working at middle or senior level within an organisation with a business focus, with evidence of impact and improvement	E	A/I
Experience of leading change initiatives and project management	E	A/I
Experience and proficiency in using the most up to date common IT applications e.g. Microsoft packages and tablet/applications developed for support of customer engagement	E	A/I
Experience of managing non-specialist areas, monitoring and managing work and carrying out quality assurance, with the ability to challenge and have oversight of skilled team leaders	E	A/I
Ability to identify key or underlying issues in complex situations, making recommendations as required	E	A/I
Professional Skills, Abilities and Qualities		
High level leadership skills with the ability to inspire people and champion organisational culture bringing organisational values and behaviours to life through driving and setting clear expectations and standards and being a role model	E	A/I
Enable multi-disciplinary teams to work together, bringing together people, systems and processes	E	A/I
Ambitious and committed to a purposeful career, helping to transform the life chances of children	E	A/I
Strong communication skills, written and verbal and high level of proficiency in use of IT (e.g. Office Suite)	E	A/I
Strategic awareness and the ability to plan for support operations for various possibilities	E	A/I
Ability to coach, develop and engage team leaders developing positive relationships	E	A/I
Person centred and visible clear leadership to dedicated and skilled team leaders	E	A/I
Open and honest, being skilled and able to deliver difficult messages when required	E	A/I
Strategic thinker helping to inform and operationalise school improvement priorities	E	A/I
Flexible and agile approach	E	A/I
Personal and professional resilience, with the ability to work at pace	E	A/I

Work circumstances		
This is a senior post within the school. The post-holder is required to achieve their own work-life balance but work such additional hours as are necessary for the performance of their duties	E	A/I
Values		
Commitment to the mission, vision, values and ethos of the school and the Trust	E	A/I
Lead the way as an exemplar of ethical leadership	E	A/I

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview