

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Education/Schools	Job Ref Number: 03539
Service Area: Queen Elizabeth's High School	Grade: 12

Job Title: School Business Director

PURPOSE OF JOB:

The School Business Director provides overall strategic and operational leadership and management for all aspects of the supporting business function of the school: finance, HR, ICT, health and safety, premises, data protection and administrative and operational support.

In the current uncertain financial climate within the education sector, it is important that all financial resources are deployed efficiently and effectively, observing the need to demonstrate value for money (VFM), apply Integrated Curriculum Financial Planning (ICFP) and to support the school in achieving the very best educational outcomes for its students. This is a core responsibility for the postholder. The School Business Director proactively seeks to secure additional funding streams from both charitable and government sources as appropriate.

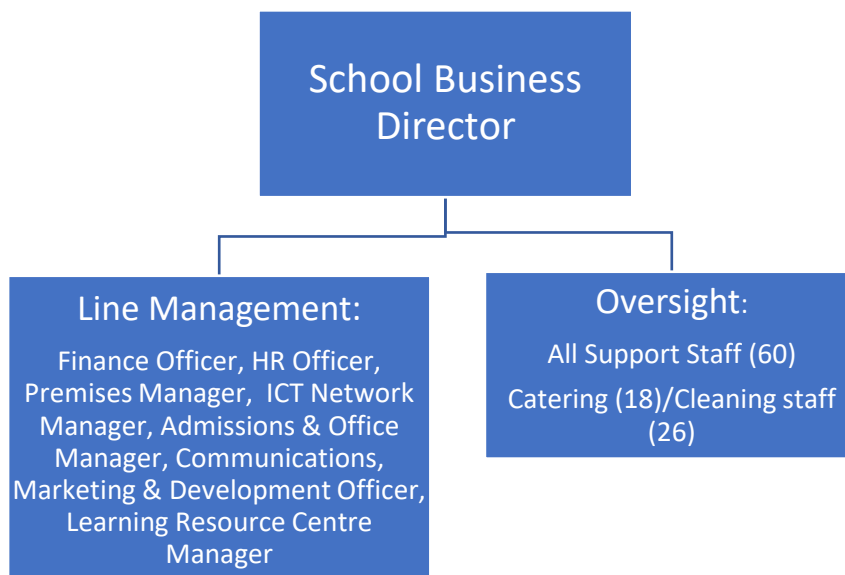
As a positive and proactive leader of the school, identify and advise on relevant areas of school improvement. Within this, identify, plan, oversee and deliver significant capital projects to enhance the provision and capacity of the school.

As an integral part of the School Leadership Team, it will be necessary for the postholder to write reports for, attend and present at governor meetings regularly outside of contractual working hours, contributing to and, on occasions leading, discussions about the future strategic direction of the school. Training for both staff and governors should be provided as required.

The School Business Director will undertake the responsibility of Data Protection Officer within school, providing training and advice for staff on data protection compliance and acting as a point of contact for queries and subject access requests. They will need to identify and evaluate data processing activities and ensure data protection impact assessments are undertaken.

Line management responsibilities associated with this role include the HR Officer, Premises Manager, ICT Systems Manager, Finance Officer, Admissions & Officer Manager, Learning Resource Centre Manager and Communications and Marketing & Development Officer in addition to responsibility for the oversight of all (circa 60) support staff as well as contracted catering, cleaning and grounds staff (circa 45 contractors) and project staff.

TEAM STRUCTURE:



The School Business Director will be line managed by the Headteacher

MAIN DUTIES:

Overall:

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| 1 | <ul style="list-style-type: none"> ○ To be a member of the school’s Leadership Team, contributing to strategic planning and decision-making. ○ Write reports for, attend and present to Governors during regular committee meetings (10 per year) outside of contractual working hours. ○ Deliver training to staff and governors as required at a suitable time, possibly outside of working hours. ○ To deliver operationally in a high-expectations environment supporting the Headteacher and working alongside peer leaders to deliver the school’s vision. ○ To be directly responsible for all aspects of Finance, Payroll and Pensions. ○ To line manage and direct the support staff teams for HR, Premises, Health & Safety, ICT, marketing, communications, resources, medical needs and administration and oversee the day-to-day operations of the school business. ○ To work collaboratively with other schools and academies to develop high quality systems and services throughout the network. ○ To set out the strategy for all areas of responsibility in line with the overall educational strategy of the school. ○ To actively seek and secure external revenue and grants for the school in line with the aims of the school. ○ Attend regular meetings both in and outside of contractual school hours as required. ○ Represent the school at external meetings and events as required. |
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Financial

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| 2 | <ul style="list-style-type: none"> ○ Be responsible directly to the Headteacher and to the Governing Body for all financial and accounting procedures. ○ Develop long-term financial plans, ensuring value for money and prioritising expenditure in accordance with overarching school plans. ○ Control, monitor and evaluate the school’s finances, ensuring compliance with financial requirements (including company and charitable law) and ensuring value for money. ○ Proactively seek business development opportunities to maximise additional income streams. ○ Be responsible for salary forecasts; preparing an annual plan of the school’s priorities in consultation with the Headteacher and the annual budget for approval by the Governing Body. |
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	<ul style="list-style-type: none"> ○ Be responsible for managing financial inspections by internal and external audit and other bodies, and taking action on any recommendations made. ○ Be responsible for the development and implementation of robust internal financial systems and processes which includes ongoing review and improvement to meet the school's needs. ○ Prepare clear and timely management and financial accounts as required for the Headteacher and Governing Body. ○ Prepare the school's annual budget ensuring it is balanced, realistic and represents effective use of public funds. ○ Present proposed budgets and virements to the Resources Committee for approval. ○ Maintain a 5-year budget plan to support strategic planning. Use key metrics to indicate efficiency of use of resources. ○ Prepare and submit a medium-term financial plan to the LA annually. ○ Prepare all year-end returns within LA deadlines. To include the balance sheet, Income and Expenditure returns for the main school budget, all below-the-line grants, DFC, 16-19 bursary fund and any additional LA required returns. ○ Ensure the effective implementation and operation of financial controls within the school and support budget managers with budget reports and budget management. ○ Source, oversee and advise on bids, grants and claims for funding, ensuring all streams of revenue are fully secured and accounted for. ○ Ensure any tax obligations are discharged correctly and effectively. ○ Be responsible for the production, maintenance and review of the school's Risk Register and take action to address any high-risk areas. ○ Prepare cash-flow forecasts to ensure the school's cash position is consistent with its obligations. ○ Manage other staff in the operation of the school's financial systems. ○ Ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Governing Body and by outside bodies including the ESFA, Local Authority, pension schemes and Her Majesty's Revenue and Customs. ○ Monitor Service Level Agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible. ○ Ensure that effective credit controls are in place in respect of income, ie catering, lettings etc. ○ Be Cost Centre Manager for specific budget areas and oversee all budgets without a Cost Centre Manager. ○ Manage the financial accounts for QEHS Foundation. Attend meetings and act as advisor to the Trustees. Coordinate funding bids and arrange payment of grants. Prepare and submit year-end financial reports to the Charities Commission once presented to and approved by Trustees. Complete any required charity returns. ○ Manage the accounts for LCGS. Liaise with external providers and other schools to ensure all required transactions are made and accurately recorded. ○ Manage the Sixth Form bursary fund, reviewing the policy and procedures annually. Create application forms and provide communication to families. Review applications and issue grants to students. Liaise with teams within school accordingly and students as required throughout the year. ○ Liaise with the Assistant Headteacher (intervention) to create annual budgets for the Pupil Premium grants and looked-after children allocations in line with school strategy. ○ Liaise with the Deputy Headteacher (Curriculum) to allocate annual budgets to curriculum departments. ○ Manage government grants allocated and ensure they are allocated, monitored and recorded in line with the relevant guidance. Submit any required returns. ○ Responsible for all financial policies including, but not limited to, Charging and Remissions, Bursary Fund, Facilities Hire, Hospitality, Governors Expenses and the Pay policy.
	<p>Buildings</p>
3	<ul style="list-style-type: none"> ○ Line-manage and work closely with the Premises Manager to ensure the buildings are maintained to a safe standard and are fit for the educational purposes to which they are assigned.

	<ul style="list-style-type: none"> ○ Ensure a rolling programme of redecoration and refenestration is maintained and ensure works are scheduled and completed. ○ Ensure an inspection and maintenance contracts register is maintained. ○ Develop relationships and maintain regular liaison with key contractors and LA contacts as required. ○ Lead on the Facilities Development Plan as an integral part of the School Improvement Plan. ○ Ensure school holiday schedules of work are created, communicated and adhered to. ○ Undertake regular site tours with the Premises Manager to identify priority works and quality assure works completed. ○ Support the review of contracts and quotations, meeting with suppliers and being involved in site surveys as appropriate. ○ Be a point of escalation to support with faults, damage, arranging repairs, contractual complications and communications if required. ○ Ensure good communication to all staff of any works which may impact on them and/or students. ○ Cover the Premises Management role in the absence of the Premises Manager.
Capital Projects:	
4	<ul style="list-style-type: none"> ○ Identify, plan, oversee and deliver significant capital projects to enhance the provision and capacity of the school. This is to include identifying and securing appropriate funding sources, managing relevant stakeholders and ensuring projects are completed on time and to budget. ○ Be in school (or available remotely) to manage capital projects during all school holidays, except Christmas when the school closes fully to all staff. ○ Through the Premises Manager, ensure the cost-effective maintenance and cleaning of the site and site security and safety. ○ Ensure appropriate reporting, monitoring and control systems relating to the school's internal building fabric and furniture, including the maintenance of the Asset Register. ○ Manage the school's capital funding allocation and any additional capital grants.
Purchasing and Lettings:	
5	<ul style="list-style-type: none"> ○ Achieve for the school the most competitive pricing for goods and services in compliance with current and relevant procurement legislation. ○ Oversee the negotiation, management and monitoring of contracts, tenders and agreements for the provision of services to the school, to ensure that services are delivered to a high quality and support the operation of the school. ○ Create specification documents and RFQs where required. ○ Lead or be involved in site surveys and demonstrations during the procurement process. ○ Oversee the management of the letting of the school's facilities ensuring full utilization and income for the school. ○ Responsible for the review of the school's Facilities Hire policy.
Health & Safety:	
6	<ul style="list-style-type: none"> ○ Ensure that all Health and Safety legislation, policies and procedures are in place and adhered to. ○ Oversee the day-to-day management of Health and Safety within the school. Ensure a safe environment for all stakeholders. ○ Ensure regular fire and Health and Safety risk assessment visits and reviews are undertaken. ○ Support the Premises Manager as required in the review of all school risk assessments. ○ Review Event Planning Forms. ○ Ensure near misses are reported and subsequent actions taken. ○ Ensure serious injuries are investigated and, where appropriate, reported (LA/RIDDOR). ○ With the Premises Manager, lead a Health & Safety Committee.

	<ul style="list-style-type: none"> ○ Responsible for review of the Health & Safety and Terrorist Threat policies, Critical Incident Plan and evacuation procedure. ○ Complete the annual Health & Safety Audit. ○ In the event of a critical incident, lead on operations where required. For example, during the pandemic acting as COVID testing lead, taking responsibility for the negotiations and administration around the cancellation of all school trips and events, taking the lead on the arrangement and delivery of Free School Meals provision. ○ Cover the lead H&S role in the absence of the Premises Manager.
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Human Resources:

7	<ul style="list-style-type: none"> ○ Oversee the HR function of the school ensuring extremely high quality provision in this area. ○ Undertake routine checks of the SCR. ○ Review and accurately apply the school's pay and conditions document. ○ Be responsible for all matters relating to payroll, including : Her Majesty's Revenue and Customs queries, National Insurance, benefits in lieu of pay (travel, loans etc.), Give as You Earn Scheme, and to ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll. ○ Ensure all expenses and overtime claims are approved and accurate prior to submission. ○ Check and approve monthly payroll and complete subsequent journals and reconciliations. ○ Ensure accurate pension payments are made monthly and complete monthly AVC returns. ○ Ensure contractual information is accurate and changes are processed and documented accordingly. Maintain a staff contracts register. ○ Act as the school's nominated contact for employer pension matters and scheme administration for the Teachers' Pension and Local Government Scheme including auto enrolment, opt outs and annual returns. ○ Provide pension companies with leavers' notifications and other required returns. ○ Undertake staffing structure reviews to ensure effective financial efficiency and deployment of human resources. Provide cost analyses and options analyses as required for the Headteacher/LT. ○ Prepare staff consultation documents as required. ○ Monitor the recruitment procedure to ensure safer recruitment and the school's Recruitment Policy is adhered to. ○ Develop accurate and appropriate job descriptions and support in the review of those for current staff members annually as part of the performance development process. ○ Undertake Safer Recruitment training and be directly involved in all support staff interview processes where possible. ○ Be directly involved in the planning and coordination of recruitment schedules for senior colleagues. ○ Ensure all support staff undertake a probationary period with regular review in line with school policy prior to being confirmed in post. ○ Ensure induction training for all new staff and lead on relevant areas within this schedule. ○ Ensure temporary arrangements are made to cover support staff roles which are vacant pending recruitment. In the event of long-term absence of colleagues, ensure arrangements are made for internal or external cover of roles. ○ Provide support to the Headteacher and LT with regard to HR issues/case work such as disciplinary, capability etc. Research or request external advice where required. ○ Develop and maintain strong lines of communication with the relevant LA contacts and seek advice where appropriate. ○ Oversee the school's performance development process for support staff. Lead the performance development meetings for those directly line managed. ○ Review all support staff performance development objectives annually with their line managers. ○ Make arrangements for support staff CPD during INSET/Staff Development days. ○ Liaise and work closely with HR staff with regard to day-to-day issues and long-term strategic plans.
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	<ul style="list-style-type: none"> ○ Source and provide necessary HR information and guidance when required to colleagues, leadership and governors. ○ Ensure staff absence is well managed, records are maintained, absence review meetings are held and Occupational Health referrals are made accordingly. ○ Manage the school's absence insurance policy and administration, ensuring staff lists are accurate, claims and evidence are submitted and reimbursements received. ○ Support the HR Officer with completion of the Workforce Census and approve prior to submission. ○ Support staff wellbeing needs. ○ Be responsible for the review, development and ratification of all HR policies. ○ Cover any aspects of HR management or administration as required in the absence of the HR Officer or Administrator.
ICT Support:	
8	<ul style="list-style-type: none"> ○ Oversee the ICT Services Team to ensure outstanding ICT provision for all staff and students is delivered, and that all are efficiently supported on a timely basis. ○ Liaise with the ICT Network Manager to ensure that the school's ICT systems meet the requirements of the school. ○ Support the ICT Systems Manager on leading any ICT developments within school. ○ Support with the review of ICT contracts, quotations and terms and conditions. ○ Develop staff consultation documents for ICT developments as required. ○ Review requirements for printing and copying across the site with the Reprographics Officer. Support procurement, contract review and implementation of change. ○ Responsible for the ICT strategic plan within the overarching School Improvement Plan. ○ Oversee the ICT team in the absence of the ICT Network Manager.
Leading, Motivating and Developing:	
9	<ul style="list-style-type: none"> ○ Serve as a member of the school's Leadership Team, as a positive and proactive leader of the school. ○ Take responsibility for the school premises and staff during school holidays as the only member of the Leadership Team on site/available during these times. ○ Develop, enable and strategically lead a team of support staff to deliver the vision for the school against its strategic priorities and timescales and to deliver effective support services across the school. ○ Strategically manage the recruitment and selection of staff. ○ Support the Leadership Team in managing change. ○ Ensure training and development opportunities for support staff. ○ Develop and implement the school's marketing plan with the support of the CMDO. ○ Lead on the development of education-business partnerships.
Administration:	
10	<ul style="list-style-type: none"> ○ Provide oversight of effective administration systems throughout the school. Ensure systems are reviewed and implement changes where improvements can be made. ○ Ensure regular review of administrative contracts and services, including the school's cashless payment system, communication systems and MIS. Ensure contracts are reviewed prior to renewal. ○ Create flow charts and staff guidance documents as required. ○ Support with reviews of supplier terms and conditions. ○ Deal with insurance correspondence and communications for the school, ensuring that necessary paperwork is completed to enable insurance cover to be effective and complete. ○ Advise on any legal matters and seek professional advice where required. ○ Lead on the investigation and response to any legal claims received.
Data Protection:	
11	<ul style="list-style-type: none"> ○ Provide training and advice for staff on data protection compliance ○ Act as a point of contact for data protection queries ○ Receive and undertake as appropriate all request for educational records and subject access requests, maintaining a log of all requests.

	<ul style="list-style-type: none"> ○ Identify and evaluate data processing activities ○ Ensure data protection impact assessments are undertaken ○ Maintain a data mapping document ○ Maintain a log of reported breaches and subsequent actions
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School Ethos and Culture

12	<ul style="list-style-type: none"> ○ Support the Leadership Team in fostering a strong sense of community and ethos among both staff and students. ○ Support school events both in and outside of working hours as required, including Open Evenings (whole school and Sixth Form), presentation evenings, 11+ familiarisation and testing days in June and September. ○ Support with staff duties and emergency requests where required. ○ Keep abreast of developments and changes in the sector, advising the Headteacher and Governing Body where appropriate and to be able to implement change in relation to legal and compliance issues as well as best practice. ○ Drive forward change and initiatives which promote propriety, value for money and best standards. ○ Promote consistent implementation of the school's behaviour policy and system of rewards and sanctions, characterised by orderly behaviour and caring and respectful relationships. ○ Act as a positive role model to staff and students. ○ With the Communications, Marketing and Development Officer, develop relationships with local businesses and groups, alumni and other key stakeholders.
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Other:

13	<ul style="list-style-type: none"> ○ Ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation. ○ Carry out other reasonable tasks from time to time as directed by the Headteacher or the Governing Body. ○ Evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development. ○ Maintain a professional portfolio of evidence to support the Performance Development process. ○ Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the agreement of the postholder.
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PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Significant relevant skills and knowledge in financial leadership and operational management at a senior level gained in an organisation of comparable scale	A, T, I, P	✓	
Good working knowledge of current accounting software systems	A, T, I, P	✓	
Educated to GCSE Grades A-C/9-4 in English and Maths	A, I	✓	
A Level / Level 3 qualifications	A, I	✓	
School Business Management qualification – Level 4, 5 or 6	A, I		✓
Significant experience in direct management and supervision of a finance team and control of a high budget turnover operation	A, I, P	✓	
Proven experience of budget preparation, setting and monitoring and financial forecasting	A, T, I, P	✓	

Proven experience of preparing and presenting financial and management accounts, reports and data	A, T, I, P	✓	
Experience of liaising with auditors, business advisers and board members	A, I	✓	
Knowledge and experience of payroll processing and managing staff contracts.	A, I	✓	
HR management experience, ideally within an educational setting	A, I	✓	
Experience managing capital projects and working with external contractors.	A, I	✓	
Good knowledge of health and safety frameworks and compliance	A, I	✓	
IOSH or NEBOSH certified	A, I		✓
Experience of leading and managing HR, Network and Premises personnel	A, I, P	✓	
Proven ability to lead, develop, manage and motivate teams	A, I, P	✓	
Excellent team working skills and the ability to work as part of the Leadership Team and to contribute to effective strategic and operational decision making	A, I, P	✓	
Demonstrable commitment to ensuring that the finance function works collaboratively with other areas of the business to deliver organisational goals	A, T, I, P	✓	
Strong commitment to high standards of service delivery and customer care	A, I, P	✓	
Proven ability to implement and monitor highly effective and efficient financial controls	A, T, I, P	✓	
Excellent communication; both oral and written and excellent interpersonal skills	A, T, I, P	✓	
Proven report writing skills	A, T, P	✓	
Excellent IT skills	A, T, P	✓	
Proven ability to liaise with statutory agencies	A, I	✓	
Ability to set targets, motivate and inspire staff to achieve targets	A, I, P	✓	
Ability to prioritise responsibilities under pressure and to be self-motivating	A, I	✓	
Personal integrity and confidentiality	A, I	✓	
Excellent time management skills	A, T, I, P	✓	
Knowledge of management systems for all relevant accounting functions	A, T, I, P	✓	
Qualified accountant and current member of CIPFA, ICAEW, CIMA, or ACCA	A, I		✓
Team leader experience	A, I, P	✓	
Experience of the above in a school setting	A, I		✓

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.