

## Job Description

<b>Job Title</b>	School Business Leader
<b>Hours</b>	36 hours per week, 47.46 weeks (school term time + 15 days during school holidays)
<b>Salary</b>	LBR13 (Scale Point 38 - 41)
<b>Reporting to</b>	Headteacher
<b>Purpose of job</b>	As part of the School Leadership Team, to assist the Headteacher to ensure that the School meets its educational aims and requirements.

### Purpose of the post

- As part of the School Leadership Team, to assist the Headteacher to ensure that the School meets its educational aims and requirements.
- To provide professional leadership and management of non-teaching support staff to ensure effectiveness in enabling excellent standards of learning and achievement throughout the School.
- To provide strategic vision and leadership in all aspects of finance, administration, personnel, health & safety, catering, premises and asset management.
- To positively contribute to the development of the school's strategic decision making as a member of its Leadership Team.

### Main duties and responsibilities

#### Strategic Leadership Role:

- Lead the management, development monitoring and evaluation of complex school systems for finance, human resources, estate management, whole school administration and marketing, in order to respond to the changing needs of the school and achieve best value.
- Understand the effects and implications of complex government policies, legislation and directives and support the headteacher in leading consequential strategic developments in budgetary, staffing or premises processes.
- Lead financial and administrative processes to deliver the priorities identified within the School Development Plan.
- To lead and support strategic decision making within the school's leadership team to enhance teaching and learning and continuously improve standards.

#### Financial Management:

- Lead the school accounting and business functions, using specific expertise in financial management, ensuring operations comply with Government (HM Revenue and Customs and DfE), LA, SFVS and audit requirements.
- Be responsible for the planning and implementation of the School's financial strategy including managing a budget in excess of £4m.
- Be responsible for the production and management of the School's annual and three-year budget (with regard to sustainability) and submit budget proposals to the Headteacher and Governing Body for their approval.
- Be responsible for production of regular management accounts for budget holders and present the termly financial report to the Finance Committee of the Governing Body.
- Be responsible for the management and monitoring of budgets, payroll and all accounting procedures – addressing any issues arising.
- Lead the process of preparation, negotiation, tendering, management and monitoring of projects, contracts, and agreements of contract services, applying principles of best value.

### **Resources and Estate Management:**

- Ensure the School makes best possible use of its resources through effective strategic planning including consideration of all financial implications and ensuring that best value principles are adopted.
- Generate, maximise and coordinate new and existing income streams that are supportive of the ethos of the school.
- Produce timely and fully costed proposals ensuring they are sustainable and fit-for-purpose (e.g. through three-year budgets).
- Project-manage premises developments (including Devolved Capital) and be responsible for the planning and implementation phase of the contract.
- Lead and manage the facilities team and their planning processes ensuring creative and efficient development, safety and maintenance of the school site, buildings and grounds.
- Liaise with LA, contractors and others as appropriate in relation to major site works, repairs or development.
- Support the school's compliance with Health and Safety, Fire and DDA legislation and regulations.
- Lead and develop effective maintenance and security systems, to ensure the efficient operation of all facilities on the property.
- Liaise with the School's caterers regarding all aspects of the catering contract.
- Be responsible for school inventory systems and the organisation and disposal of stock

### **Administrative Leadership and Management of Human Resources:**

- Manage the provision and development of complex administrative and personnel support to the Headteacher and leadership team.
- Assist the Leadership Team in creating, preparing and developing complex school and governing body policies, procedures & reports, ensuring policies are kept up to date.
- Lead the recruitment of administration, caretaking and cleaning teams, managing the associated employment procedures.
- Lead the administrative, caretaking, reprographics and mid-day teams, ensuring an effective and efficient service is provided and meeting their deployment and training needs as appropriate.
- Propose creative strategies for staff deployment and departmental structure in order to meet the school's operational and business needs.
- Lead the development and maintenance of recruitment, induction and mentoring packages and systems.
- Lead the management, maintenance safekeeping and accuracy of staffing records and all aspects of contractual personnel administration. Lead specific projects researching, delegating and distributing leadership as appropriate.
- Lead and participate in training and other learning activities and performance development.
- Create develop and lead school systems to ensure the school's compliance with DBS regulations and the maintenance of the Single Central Register.

### **Health & Safety Management**

- Ensure the adequacy of Health & Safety procedures and management in liaison with Health & Safety Coordinator and Site Manager.
- Develop and maintain the School's Business Continuity Plan

## Person Specification

<b>Job Title</b>	<b>Data Administrator</b>
<b>School</b>	<b>School Business Leader</b>

<b>Criteria</b>	<b>Qualities</b>	<b>Essential / Desirable</b>
<b>Education and Qualifications</b>	A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline	Desirable
	A school business management qualification	Desirable
	A good standard of English and mathematics to at least GCSE/O-Level	Essential
<b>Experience/Knowledge/Skills</b>	Expert knowledge of financial management	Essential
	Excellent attention to detail	Essential
	Previous use of financial /administrative systems e.g., Arbor Finance, Arbor MIS, payroll systems, online business banking	Desirable
	Contract negotiation and seeking best-value	Essential
	Knowledge of premises management and related health & safety requirements	Desirable
	Effective communication and interpersonal skills	Essential
	Ability to communicate a vision and inspire others	Essential
	Ability to build effective working relationships with staff and other stakeholders	Essential
	Understanding of data protection and confidentiality	Essential
	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
<b>Personal Qualities</b>	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
	Ability to work under pressure and prioritise effectively	Essential
	Commitment to maintaining confidentiality at all times	Essential
	Commitment to safeguarding and equality	Essential
	Embraces change well	Essential
	Deals with difficult situations effectively	Essential

<b>Other job requirements</b>	Enhanced DBS check Safer Recruitment checks
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