**School Business Leader**

**Job Description and Person Specification**

**Job Title:** School Business Leader – Maternity Cover

**Work Location**: George Mitchell School – All through

**Reports To:** Headteacher/Governing Body

**Grade: PO5**

**Main responsibilities:** Finance Officer, HR Manager, IT Manager, Ancillary Catering Team, Ancillary Cleaning Team

**Job Purpose**

1. The School Business Leader works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The School Business Leader promotes the highest standards of business ethos within the HR and Finance function of the school and strategically ensures the most effective use of resources in support of the school’s learning objectives.

**General Duties**

**Leadership & Strategy**

1. Attend Senior Leadership Team, and appropriate Governors’ sub-committee meetings- Finance once per term.

2. Negotiate and influence strategic decision making within the school’s Senior Leadership Team.

3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.

4. Plan and manage change in accordance with the school development/strategic plan.

**Financial Resource Management**

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
3. Discuss, negotiate and agree the final budget.
4. Use the agreed budget to actively monitor and control performance to achieve value for money.
5. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
7. Provide ongoing budgetary information to relevant people.
8. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
10. Identify additional finance required to fund the school’s proposed activities.
11. Seek and make use of specialist financial expertise.
12. Maximise income through lettings and other activities.
13. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identifying possible and suitable providers in order to maximise return.
14. Present timely and fully costed proposals, recommendations or bids.
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
16. Monitor the effectiveness and implementation of agreements.
17. Lead on the school’s internal finance audit providing information as required
18. Provide leadership and guidance to Finance Officer providing permanent accountability on all elements of supervision, co-ordination and management
19. Be responsible for the provision of non-curricular support services such as Personnel and Payroll to ensure ‘best value’. This will include:
20. Negotiating, managing and monitoring contracts, tenders and service agreements.
21. Examining alternative ways of providing the services based on quality of service and price.

**Management Information Systems & ICT - Whole School Digital Strategy**

1. Consult with Partnership Learning Trust and other parties to introduce new technology or improve existing technology for different purposes.

2. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.

3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.

4. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.

5. Ensure contingency plans are in place in the case of technology failure.

6. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

**Human Resource Management**

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.

2. Provide leadership and guidance to HR manager providing permanent accountability on all elements of supervision, co-ordination and management

3. Seek and make use of specialist expertise in relation to employment law HR issues.

4. Evaluate the school’s strategic objectives and obtain information for workforce planning.

5. Complete salary reviews and pay progression recommendations with Headteacher and Governors

# **Person specification**

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| CRITERIA | QUALITIES |
| **Qualifications**  **and training** | A degree or other relevant qualification - ideally in accountancy, business management or a related discipline  A school business management qualification or equivalent. |
| **Experience** | Successful leadership and management experience in a school, or in a relevant field outside education  Involvement in school self-evaluation and improvement planning  Line management experience  Contributing to staff development |
| **Skills and knowledge** | Expert knowledge of financial management  Excellent attention to detail  Previous use of school financial/administrative systems e.g. accountancy software, information management systems.  Effective communication and interpersonal skills  Ability to communicate a vision and inspire others  Ability to build effective working relationships with staff and other stakeholders  Understanding of data protection and confidentiality |
| **Personal qualities** | Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils  Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school  Ability to work under pressure and prioritise effectively  Commitment to maintaining confidentiality at all times  Commitment to safeguarding and equality  Embraces change well  Deals with difficult situations effectively |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:**

**Next review date:**

**Headteacher/line manager’s signature:**

**Date:**

**Postholder’s signature:**

**Date:**