



Parkview & Redwood Primary School Federation

Job Description – School Business Leader

Job Title	School Business Leader
Salary Scale	Grade K: Scale Point 35 – 38 (£43,421 - £46,464)
Conditions of Service/Hours	Full time (37 hours per week), all year round, permanent

Line of Responsibility

The Business Leader will be directly responsible to the Headteachers or other designated senior leader

Job purpose

The Business Leader is a member of the Senior Leadership Team (SLT) and is responsible for:

- The overall management of the schools financial, personnel, business management, administrative, premises, cleaning and catering services. This includes the development and effective operation of systems and services within these areas; and their compliance with national and local legislation, guidelines and requirements
- In the capacity of principal finance officer, organising and managing school finance, including that of its extended facilities, in accordance with the requirements of the SFVS
- Promoting the highest standards of business ethos and strategically ensuring the most effective use of resources in support of the schools vision and aims
- Assisting the governors, the Headteachers and Senior Leadership Team (SLT) in formulating aims and objectives of the school and in establishing and managing the policies, systems and procedures through which they shall be achieved, including development of strategic and resource plans
- Advising on compliance with legislation and guidance including, employment law, pay and pension issues
- Overseeing arrangements for external audit, and ensuring that school records and administration are carried out in accordance with requirements, and advising Governors as necessary
- Oversee the management of supplies, equipment and services
- The line management of a large team of staff falling under this post holder's remit including their induction, training and appraisal e.g. new governors, office staff, site/cleaning staff and lunch time staff
- In conjunction with the Headteachers, manage all day-to-day public relation issues
- Supporting and encouraging the schools ethos and its objectives, policies and procedures
- Overseeing of the maintenance of buildings, grounds and equipment and to act as the schools Leader/Coordinator for all matters relating to Health and Safety

Principal Accountabilities:

Strategic Management

Under the overall direction of the Headteachers and Governors:

- Formulate the aims and objectives of the school
- Establish the policies and improvement plans through which they will be achieved
- Manage and lead office, premises and lunchtime staff, including a leading role in their staff meetings, staff training and performance management.
- Monitor progress towards their achievement
- To provide strategic vision and leadership across all non-educational functions of the school
- Oversee the quality of the admin team ensuring they provide a quality administrative secretarial and financial service both to the leadership team and teaching staff of the school
- Provide long-term strategic budget planning information to the Governors on which strategic decisions can be made
- To ensure that the school complies with all financial requirements and regulations

Administration Systems

- Working closely with the Headteachers and Governors, oversee the support staff (non teaching related) function of the school to ensure efficiency and effectiveness are maintained
- Promote the smooth and effective functioning of the school administration
- Manage the administrative and other support functions of the school
- Lead, manage and develop a high quality, responsive, efficient and effective corporate support function that delivers value for money
- Prepare and produce records and returns as appropriate
- Monitor, evaluate, review and develop administrative systems to ensure they continue to meet the needs of the school
- Oversee the efficiency of all internal and external mail and of communications
- Ensure that appropriate ICT systems are in place and operating effectively to support efficient administration throughout the school including overseeing the schools learning platform and other information and communication systems. Liaise with ICT service providers as appropriate, ensuring an effective ICT network within school
- Manage and update the schools website ensuring it meets all statutory requirements
- Act as Data Protection Manager ensuring that the requirements of Data Protection and Freedom of Information Acts are met
- Ensure that all necessary licenses are secured and maintained for the school

HR Management

- Act as professional advisor to the Headteachers and Governors in all HR related matters
- Apply the school policies in relation to staff management, where appropriate working within the policies to address HR issues and manage staff performance
- Lead, manage and develop the support staff who provide administrative and support
- Assist the Headteachers and Governors in liaising and consulting with all the recognised trade union bodies
- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy are commonplace. Take a personal role in spreading good practice
- To oversee HR administration ensuring that staff complete necessary paper work on time
- Performance manage staff whom the post holder line manages
- Make a major and significant contribution to writing the school development plans for the school, ensuring that support staff (non teaching related) are consulted and involved in the development plan process, and that proposals for their development and training are built into the plans
- Be familiar with conditions of service for all staff and be responsible for their development
- Oversee and advise the Headteachers and Governors on recruitment and selection for all staff including, safer recruitment procedures, induction, working conditions, welfare and supervision
- Identify and provide access to staff development and training needs
- Manage and monitor staff absence, including supporting the arrangements for staff cover, conducting Return to Work interviews, making Occupational Health Referrals and/or completing risk assessments where necessary e.g. stress, pregnancy, injury risk assessments etc.

Finance, Accounting and Payroll Management

- Provide professional advice and support to the Headteachers and Governors on all aspects of finance and business management and ensure that all external accounting and reporting requirements are met
- To lead the process of setting and managing the school budget providing financial information and advice to the Headteachers, Governing Body and Finance Committee
- Oversee the work of any bought in Finance/Accountancy support services
- To manage the ordering, processing and payment of all goods and services
- To ensure that quotes for goods/services are accepted in accordance with financial procedures, applying best practice and highest standards of financial management to optimize value for money and efficiency.

- Manage all funding agreements with the LEA and DfE and support the Governors in ensuring that all financial returns are made in a timely manner
- Prepare the overall budget, schemes of delegation and individual department budgets
Oversee all financial functions and processes in line with the Finance Policies
- Work with the Governors to maintain and develop the scheme of delegation of financial responsibilities
- Oversee the work of all the school finance/admin/office staff ensuring the timely production of monthly accounts and accurate and appropriate reports for the school
- Research and bid for additional funding as required and assist with the financial monitoring of projects as they are agreed
- Manage the effective purchasing and procurement of services for the school and negotiate, manage and monitor contracts, tenders and agreements for the provision of support services to include; school improvement, payroll, facilities management, ICT, Insurance, transport, catering, human resources advice, legal advice and other advisory services
- Develop work specifications and manage all service contracts, commissions and service level agreements with third parties/private providers, ensuring regular and appropriate review and evaluation in order to ensure value for money is being secured at all times
- In consultation with Governors support the schools strategic asset management planning, in particular ensuring the maintenance of academy sites and buildings
- Support the Headteachers and Governors in bringing greater openness and transparency to financial matters
- Carry out appropriate budget modelling and profiling, reporting to the Headteachers and Governors as required
- Attend all Governor meetings to give a written financial report
- Develop and implement relevant policies, systems and procedures to ensure tasks are undertaken in accordance with appropriate requirements, legislation and regulations
- Design and implement financial control systems
- Be responsible for managing reserves and other planning, ensuring that financial regulations and policies and procedures of the school are observed and complied with
- Look for opportunities to raise additional income for the school including bidding for funding and developing business services which can be used to generate funding
- To ensure that additional hours and supply claim forms are calculated, correctly authorised and submitted
- To manage the correct handling, recording and banking of cash within school and the operation of the imprest and school bank account
- Relentlessly identify efficiency savings which can be made
- To be the first point of call for staff in relation to any payroll/contractual related issues liaising with the LA/HR/Payroll as necessary

Facilities Management

- To act as the schools Premises Manager
- Oversee the school premises, including school housekeeping, repairs and maintenance development of buildings and the provision of furnishing
- To act as a key holder for the school and attend any emergency call-outs (where necessary)
- Provide short and long-term accommodation maintenance and development plans
- Line manage the site/caretaking/cleaning team/catering team/IT support team and oversee all aspects of their work
- Make recommendations to the Headteachers and Governors on the spending on repairs and capital budgets, according to an agreed development plan wherever possible, and once authorised, oversee the spending of these funds, consulting relevant staff to ensure that both repairs and improvements are fit for purpose
- Write and oversee tendering arrangements on behalf of the Governors
- Ensure improved service, value for money and fitness for purpose
- Liaise with and oversee worked carried out by contractors and maintenance staff
- Be an expert in the school responsibilities in terms of site and buildings as set out in the funding agreements and leases so that the SLT is clear about the relevant responsibilities of the LA
- Review the use of curricular teaching spaces and work towards ensuring that the school environment is conducive to teaching and learning within the financial resources available
- Oversee matters affecting lettings and site rentals

Health, Safety and Security Management

- Act as Health and Safety Co-coordinator for the school
- Ensure that the schools H&S policy is monitored, updated regularly and clearly communicated to all people
- Ensure that the schools H&S policy meets legislations and is updated as and when legislation changes
- Ensure systems are in place for effective monitoring, measuring, reporting of Health and Safety issues to the SLT, Governors and, where appropriate, the Health & Safety Executive
- Review Health and Safety, security and Fire Emergency evacuation policies, ensuring all relevant legislation is met
- Ensure appropriate levels of risk/fire control, health and safety and security within the school
- Arrange for appropriate Health and Safety training to take place for staff and provide information and advice to individuals and groups where that is necessary or requested.
- Conduct regular Health and Safety audits
- Oversee the co-ordination of First Aid provision within the school

- To investigate, monitoring and analyses issues relating to accidents/injuries ensuring that appropriate paperwork is completed
- Ensure contractors follow all instructions/requests and monitor the quality of their work
- Oversee and lead on all aspects of COSHH, Asbestos Management Register, Water Checks, Infection Control, electrical testing, ensuring that the school meets all LA and legal requirements
- Ensure that the schools business continuity plans and/or emergency plans are developed and regularly reviewed and updated

Operations Management

- To be responsible for the day to day operations and routines of the school to ensure smooth functioning and consistency
- To coordinator the monitoring and review processes for all school policies ensuring that the school meets DfE, LA and legal requirements and that these policies are published on the schools website (if applicable)

Other responsibilities

- Safeguard the assets and reputation of the school
- Promote and safeguard the welfare of children and young people that you come into contact with. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- To undertake such duties as reasonably correspond to the greater character of the post, being a visible presence within the school, including attending meetings and external events
- To undertake any other reasonable duties as may be from time to time determined by the Headteachers

NOTES

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the post holder.

