THE KING'S SCHOOL

GRANTHAM

School Business Leader

JOB DESCRIPTION & PERSON SPECIFICATION

GRADE	GLEA Grade 11, Points 30 to 33 (£42,503 to £47,573) Responsible to: Head Master and Governing Body Hours of work: Working hours to be negotiated, 37 hours per week either based on term time or the full year depending on the candidate.
PRINCIPAL FUNCTION	The School Business Leader is the Academy's leading support staff professional and assists the Head Master in his duty to ensure that the Academy meets its educational aims. The School Business Leader will be the Academy's Chief Financial Officer (CFO) reporting to the Chair of the Governing Body. The School Business Leader promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the effective use of all resources in support of the Academy's learning objectives. The School Business Leader is responsible for: Financial Resource Leadership, Administration Leadership, and Health & Safety Leadership of the Academy Trust. The School Business Leader must be proactive in finding extra funding for the school and have the perseverance to investigate and promote alternative strategies through to implementation, in liaison with the Head and the Governors, to the advantage of the school.

	GENERAL DUTIES
LEADERSHIP AND STRATEGY	Attend and advise at Full Governing Body and appropriate Governors sub-committee meetings. Negotiate and influence strategic decision making within the Academy's Senior Leadership Team. In the absence of the Head, take delegated responsibility for Financial decisions. Plan and manage change in accordance with the Academy's strategic plan. To lead and manage all Academy support staff. Lead on the acquisition of capital funding bids. To be the schools Educational Visits Coordinator (EVC)
FINANCIAL RESOURCE MANAGEMENT	Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for the Academy's activity. Submit the proposed budget to the Head and Governors for approval and assist the overall financial planning process in a timely manner. Discuss, negotiate and agree the final budget. Use the agreed budget to actively monitor and control performance to achieve value for money. Identify and inform the Head and Governors of the causes of significant variance and take prompt corrective action. Provide ongoing budgetary information to relevant stakeholders. Advise the Head and Governors if fraudulent activities are suspected or uncovered. Maintain a strategic financial plan that will indicate the trends and requirements of the Academy development plan and will forecast future year budgets. Identify additional finance required to fund the Academy's' proposed activities. Seek and make use of specialist financial expertise. Maximise income through bid acquisition, business accruement, lettings and other activities. Select types of investments which are appropriate for the Academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return. Present timely and fully costed proposals, recommendations or bids. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules. Monitor the effectiveness and implementation of agreements.

ADMINISTRATION MANAGEMENT	Prepare information for publications and complete returns for the ESFA, DfES, LA and other agencies and stakeholders within statutory guidelines. Design and maintain administrative systems that deliver outcomes based on the Academy's aims and goals. Manage systems and link processes that interact across the Academy to form complete systems. Define responsibilities, information and support for staff and other stakeholders. Develop process measures that are affordable and that will enable value for money decisions for those managing resources. Establish and use effective methods to review and improve administrative Systems. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication. Benchmark systems and information to assess trends and make appropriate recommendations.
HEALTH & SAFETY	Act as the Academy's Health and Safety Co-ordinator and Fire Officer. Plan, instigate and maintain records of fire practices and alarm tests. Ensure the Academy's written health and safety policy statement is clearly communicated and available to all stakeholders. Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change. Enable regular consultation with stakeholders on health and safety issues. Ensure systems are in place to enable the identification of hazards and risk assessments. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive. Ensure the maximum level of security consistent with the ethos of the Academy. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
WORK ENVIRONMENT	The postholder's work will be carried out within extremely tight fixed deadlines; there will be no opportunity for delay. Exam and reporting deadlines must be met. Physical demands are those generally found within an office environment, may need to move or handle boxes of examination papers exam papers for example. The work will be carried out indoors in a well-lit and ventilated environment. The postholder may have limited exposure to abuse or aggression from pupils, parents and carers.

The duties and responsibilities in this job description are not exhaustive the postholder will be required to undertake other duties that are required from time to time 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 postholder.

NOTE:

This job description is current as of the date shown but it may be modified by the Head Master - in consultation with you - to reflect or anticipate changes in your role, commensurate with your grade and job title.

This job description does not form part of the contract of employment. It outlines the ways in which the post-holder is expected and required to perform and it lists the particular duties that tutors are required to undertake.

Agreed by:	Date: November 2022

PERSON SPECIFICATION

This role would suit an experienced administrator wishing to further develop their career. The following criteria will be used in the selection of the post.

		Essential	Desirable
Experience	Significant experience in direct management and control of a minimum £2.5 m turnover operation.		✓
	Proven experience of budget preparation, setting, monitoring and financial forecasting.		✓
	Proven experience of preparing and presenting financial and management accounts, reports and data.	✓	
	Experience of liaising with auditors, business advisors and board members.	✓	
	Knowledge and application of Health and Safety issues.	✓	
Qualities, values and skills	Excellent team working skills.	✓	
	Team Leader experience.	✓	
	The ability to evaluate and adapt to new initiatives as appropriate.		✓
	Demonstrable commitment to ensuring that the finance and support teams work collaboratively.		✓
	Commitment to high standards of service delivery and customer care.	✓	
	Proven ability to implement and monitor highly effective and efficient financial controls.	✓	
	An ability to self-review, evaluate, plan strategically and implement a process.		✓
	Excellent communication skills.	✓	
	Proven ability to liaise with statutory agencies.		✓
	Ability to prioritise responsibilities under pressure and to be self-motivating.		✓
	Personal integrity and confidentiality.	✓	
	Excellent time management skills.	✓	
	High level of emotional intelligence and resilience.		✓
Qualifications and Training	A qualification or suitable experience in either business or accountancy and hold membership of a relevant business organisation or professional body.	✓	
	Good working knowledge of appropriate accounting software systems.	✓	
	Qualified accountant.		✓
	An understanding of Human Resources.		✓
	Enhanced DBS.	✓	
	Appropriate Continued Professional Development (CPD).		✓