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| **JOB TITLE** | | School Business Leader | | |
| **GRADE** | | 10 | **BASE LCC JEM No.** | 01-206 |
| **REPORTS TO**  **(Job Title)** | | Headteacher | | |
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|  | **PURPOSE OF JOB**  As a member of the SLT:  • To be responsible for all strategic planning aspects including all financial implications and ensuring that the school makes the best use of resources available.  • To be responsible for the majority of the disciplines of Finance, Personnel Management (including payroll and pensions), Estate Management, Administration, all general training and development of staff and all matters within the management of the school which are supportive to but do not involve the teaching function.  • To be responsible for effective risk management for example in health and safety and in the management of any third party contracts. | | | |
|  | **MAIN RESPONSIBILITIES, TASKS and DUTIES** | | | |
|  | **Finance** | | | |
|  | To act as Chief Financial Officer for the Academy. To be responsible for the strategic planning aspects at the school, including all financial implications, prepare the school's annual budget and monitor spend against the budget taking corrective action where necessary. Preparing and presenting the management accounts for the Governing Body. | | | |
|  | To act as the main financial consultant and adviser to the Governors and Headteacher advising on the financial policy and development of the long term financial strategy. | | | |
|  | Forecasting and presenting the budget to the Governors throughout the year and attending Finance and Full Governing Body meeting as appropriate. | | | |
|  | Manage the school accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review. | | | |
|  | Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Approve all purchase orders prior to expenditure being committed and ensure best value in all purchases. | | | |
|  | Prepare all financial returns for the EFSA, Teachers Pensions, LEA and other central/local government agencies within statutory deadlines. | | | |
|  | To secure bid based competitive funds by the use of bidding systems and contacts | | | |
|  | Maximise lettings income from out of school activities including promoting the facility and negotiating rates | | | |
|  | **Personnel Management** | | | |
|  | Recruit all support staff including preparation of job descriptions, person specifications, press adverts, interviewing and contracts and assist in the recruitment process of teaching staff. | | | |
|  | To be responsible for general HR matters providing general HR support and guidance to the SLT for example advice on salaries and terms & conditions of employment, disciplinary and grievance matters. | | | |
|  | Update school’s staff handbook and develop and implement performance management system for all support staff | | | |
|  | Provide general HR support and guidance to the SLT. | | | |
|  | Be responsible for the Academies payroll and pension returns. | | | |
|  | **Whole School Administration** | | | |
|  | Manage the administrative function including lCT, school office and reception, support for curriculum areas, reprographics, records and telephones. | | | |
|  | Responsible for the systems and general management of the school's administrative and financial computer network and the implementation of appropriate management information systems. | | | |
|  | Act as correspondent for the DfES and to be responsible for the records and returns. | | | |
|  | Act as a "bridge" to facilitate closer working relationships between teaching and support staff. | | | |
|  | Ensure parent complaints/queries are handled effectively and appropriate records kept. | | | |
|  | **Estate Management** | | | |
|  | Acquire and dispose of land/buildings as authorized by the Head and Governing Body including drawing up outline specifications for new buildings, obtaining tenders, obtaining planning permission, liaison with building contractors and architects. | | | |
|  | Project manage all refurbishments from idea generation through to completion including managing contractors, liaison with building inspectors and sign off. | | | |
|  | Working with the asset management plan and suitability survey, ensure that the school's maintenance expenditure including devolved capital spend is targeted to priority areas. | | | |
|  | Prepare and update the school's disaster recovery plan ensuring that all staff are aware of their role within it. | | | |
|  | Responsible for the security of the school site including installation and maintenance of intruder alarm, CCTV, etc. | | | |
|  | Manage all contracts for supply/services including contract negotiation, drafting/agreeing of SLA's. | | | |
|  | Ensure the school has adequate insurance and manage the policies/claims for all areas | | | |
|  | **Health and Safety** | | | |
|  | Formulate, monitor and implement the school's safety policy to comply with all relevant H&S legislation and conduct risk assessments for routine and project work. Act as school's Health & Safety Coordinator and Fire Officer. | | | |
|  | To be responsible for the maintenance of the school site and buildings. Maintain an inventory and arrange for the maintenance, repair or replacement of the equipment including furniture and fittings. | | | |
|  | **MANAGEMENT of PEOPLE**  Full line management for all operational staff including responsibility for recruitment, performance management, disciplinary/grievance, contracts ensuring that adequate training is provided, carry out quality of work checks. etc. This includes different groups of staff i.e. office, site, teaching assistants etc | | | |
|  | **CREATIVITY and INNOVATION**  The Business Manager is not under any direct supervision or direction other than keeping the Headteacher informed of progress they will operate as a member of the Senior Leadership Team and will be expected to make whole school decisions without reference to others as an equal member of that team.  The postholder will be expected to prepare a Business plan which will provide the strategic lead in the effective and efficient development, provision and operation of financial, administrative and all other service support for the school, ensuring best practice and financial stability and growth.  Innovation is required in all aspects of the role - to find more efficient/effective ways of doing things; to make cost savings; to find solutions to pupil problems; etc. These will be whole school issues and will not be brought to the post holder, the post holder is expected to continuously evaluate and improve systems which affect the whole school and which can cross teaching and non teaching areas.  The Business Manager will be expected to find solutions which are not readily available in school and will require experience in leadership and management and the ability to research outside of the school environment. | | | |
|  | **CONTACTS and RELATIONSHIPS**  Personal contacts and relationships are central to achieving the purpose of the post including the use of tact, persuasion and sensitivity.  The postholder will have regular contact with Headteachers, staff, auditors, students, parents, Education Department, Governors, Media, Job Centre, Guest Speakers and job applicants.  The level of these contacts will vary depending upon the reason for the contact and can involve discussion, challenge, mediation, conciliation and persuasion when dealing with sensitive and complex issues and the postholder will have the authority to make a decision without referral to the Headteacher as dealing with situations where the content and outcome may not be straightforward.  The postholder is expected to act on behalf of the school when dealing with these matters and the press. | | | |
|  | **DECISIONS**  a) Discretion  To be responsible for all strategic planning aspects including all financial implications and ensuring that the school makes the best use of resources available including:  Management of budgets.  Interpret policies and procedures as necessary  Have main input and make recommendations into the revision of working practices, policies and procedures  Work will be carried out within a range of broad objectives (many self generated) and without referring the matter to others.  b) Consequences  Decisions made will have an impact on the reputation of the school, staff and pupils as will have decision making in the majority of the disciplines of Finance, Personnel Management, Estate Management and Administration.  Decisions will also have a significant material impact on the school and its public image due to the responsibility of financial resources | | | |
|  | **RESOURCES**  The Business Manager is responsible for the building/grounds (when the site management staff are absent) and is one of the named key holders (but not primary postholder for security and call-out). | | | |
|  | **WORK ENVIRONMENT**   1. Work Demands   Constant deadlines: returns to EFSA, DfES, interview procedures, parent and pupil complaints etc.  Constant interruptions by telephone calls, visitors, pupils and staff of problems that need resolving and issues needing a decision.  Degree of unpredictability due to frequent parents, representatives from outside agencies, staff or pupils with issues expecting to be seen immediately without appointment having been made.   1. **Physical Demands –**   Office based work   1. **Working Conditions**   General office environment. Well lit and well ventilated conditions   1. **Work Context**   Regular contact with Headteacher, employees of the school and other outside bodies, including parents and carers on matters which are generally non contentious.  Occasional contact with parents/carers on contentious matters and some risk of abuse and aggression from visitors or telephone callers | | | |
|  | **KNOWLEDGE and SKILLS**  Essential – minimum 5 years in similar position in school or commercial environment  Degree/MA in management and financial discipline Experience and detailed knowledge of budget management, HR and premises management Previous experience of staff management | | | |
| **Job Evaluation –** This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme | | | | |
| **Other Duties –** The duties and responsibilities in this job description are not exhaustive. The Postholder may be required to undertake other duties that may be 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. | | | | |
| **Equal Opportunities –** The postholder is required to carry out the duties in accordance with Academy Equal Opportunities policies. | | | | |
| **Health & Safety –** The postholder is required to carry out the duties in accordance with the Academy’s Health & Safety policies and procedures. | | | | |
| **All Academy staff have a responsibility to safeguard and promote the welfare of children and young people within the school.** | | | | |

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| **Job Description agreed by** | **Name** | **Signature** | **Date** |
| Manager |  |  |  |
| Postholder |  |  |  |