



CANDIDATE BRIEF  
SCHOOL BUSINESS MANAGER

# HOW TO APPLY



Applications must be received by **9am** on **Friday 14th October 2022**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:  
**[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# JOB DESCRIPTION



## Overview

<b>JOB TITLE:</b>	<b>School Business Manager</b>
<b>REPORTS TO:</b>	Head Teacher
<b>LINE MANAGES:</b>	Premises / Finance / IT / Administration
<b>HOURS:</b>	36 hours per week (to be agreed), Full Time. Possibility of working Term Time (39 weeks), with pro rata salary, for the right candidate
<b>ANNUAL LEAVE:</b>	33 days to be taken during the school holidays

The School Business Manager is responsible for providing professional leadership and management of support staff, in partnership with teaching staff, to improve standards of learning and achievement at Queensmead School.

The post-holder will promote the highest standards of business ethos within the administrative function of the school and ensure the most effective use of resources in support of the learning and achievement objectives. Reporting to the Head Teacher, you will be responsible for the administration function, management of ICT resources, premises, health & safety, human resources management (support staff), finance and oversight of contracts such as catering and grounds' maintenance.

## Key Tasks and Responsibilities

### Management of Finance

- Together with the Head Teacher develop and monitor the long term financial strategy and policy.
- Evaluate information and consult with the Leadership Group and Governors to prepare a realistic and balanced 3 year budget for school activity.
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
- Use the agreed budget to actively monitor benchmark and control performance to achieve value for money.
- Identify and inform the Head Teacher and Governors of the causes of significant or unforeseen developments.
- Produce financial returns to the DfE / Produce reports for the Governing Board.
- Monitor monthly profit and loss against budget / Produce the VAT return.
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
- Identify and pursue additional finance required to fund the school's proposed activities.
- Seek and make use of financial expertise.
- Generate and coordinate new income streams which are supportive of the ethos of the school.
- Maximise income through lettings and other activities.
- Present timely and fully costed proposals, recommendations or bids.

## **Management of Premises and Health & Safety**

- Ensure the maintenance and cleanliness of premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and ground maintenance. Ensure contractors follow instructions and requests. Monitor quality of work by contractors.
- Ensure ancillary services (e.g. catering and cleaning) are monitored and managed effectively.
- Establish, manage and monitor standards, processes, communications, training and systems to ensure the existence and awareness of a suitable and relevant health and safety policy to ensure a safe workplace without risk to health.
- Ensure adequate provision of first-aid, welfare facilities and support.
- Make available suitable and current information and supervision concerning health and safety policies and practices.
- Ensure proper and timely assessments of risks to health and safety and implement measures and arrangements identified as necessary from the assessments.
- Oversee provision of emergency procedures, first-aid facilities, safety signs and incident reporting to the relevant authorities.
- Liaise as necessary with other organisations and relevant authorities concerning audits and remedial actions.
- Ensure that the school satisfies health, safety and welfare requirements for ventilation, temperature, lighting, sanitary, washing and rest facilities.
- Monitor and report on welfare and health and safety practices and systems to the Premises Committee.
- Ensure maximum level of security is maintained at all times.
- Draws up outline specifications for building projects, obtaining tenders, planning permission and liaison with building contractors and architects.
- Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- Purchase and monitor the school's energy supplies.

## **Management of Human Resources (Support Staff)**

- Coordinate support staff recruitment, induction and performance management.
- Direct support staff development in consultation with the Head Teacher.
- Ensure that effective and appropriate HR Policies and Procedures are in place to meet legal requirements, best practice and organisational objectives.
- Ensure that the Governing Body, Leadership Group and staff receive effective and appropriate advice and support on the implementation and interpretation of HR policies and procedures.
- Review and monitor progress against the HR agenda and ensure that staff and budget resources are appropriately allocated and deployed.
- Ensure that effective communication mechanisms are in place to maximise opportunities for communication and consultation with staff.
- Develop mechanisms to monitor the effectiveness of HR and produce regular reports on key indicators to ensure educational delivery is consistent and in line with agreed standards.
- Ensure that effective learning and development, recruitment and health and safety strategies, procedures and policies are developed, implemented and monitored.
- Ensure HR projects and initiatives are implemented on time and on budget.

### **Management of the Administrative Function**

- Manage the administrative functions and lead all support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Manage systems and link processes that interact across the school 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.

### **Management of Information Systems and ICT**

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Consult with relevant colleagues and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the school has a plan for using technology aligned to the overall vision for the school ensuring value for money.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- Establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available IT, including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Ensure the school website is kept up-to-date.

### **Data Protection Officer**

- Establish and maintain data protection practices which are consistent with all relevant statutory requirements.
- Monitor data management procedures and compliance within the school.
- Ensure that all queries from data subjects are dealt with within legal timeframes.
- Liaise with other organisations that process data on our behalf.
- Update and maintain the Data Security Policy in line with the latest industry guidance.
- Perform audits and determine whether we need to alter our procedures to comply with regulations.
- Arrange for training on GDPR compliance for employees.
- Follow up with changes in law and issue recommendations to ensure compliance.

### **Marketing**

- Consider how to most effectively market the school to prospective students and parents, in conjunction with the Head Teacher.
- Maximise the brand and reputation of Queensmead School by developing and overseeing the school's marketing, social media and brand strategy.
- Oversee the development of creative and professional marketing and promotional publications for all stakeholder groups including open evening advertisements and material, prospectus, photos, newsletters, online materials and media releases.
- Liaise as necessary with external contractors to ensure the production of appropriate marketing materials for the school.
- Organise and manage the delivery of the annual Year 7 Open Evening.
- Liaise with local businesses and the local community.

## **Additional Duties**

- To contribute to the school's overall development as an active member of the Leadership Group to ensure that the team operates on the basis of shared and collective responsibility, and to provide united and coherent leadership and management for the school.
- To establish effective working relationships with external bodies as necessary.
- To undertake other duties which may arise from time to time. These to be agreed with the Head Teacher.
- To attend Governing Body Meetings as relevant.

## **PERSON SPECIFICATION**

### **Essential**

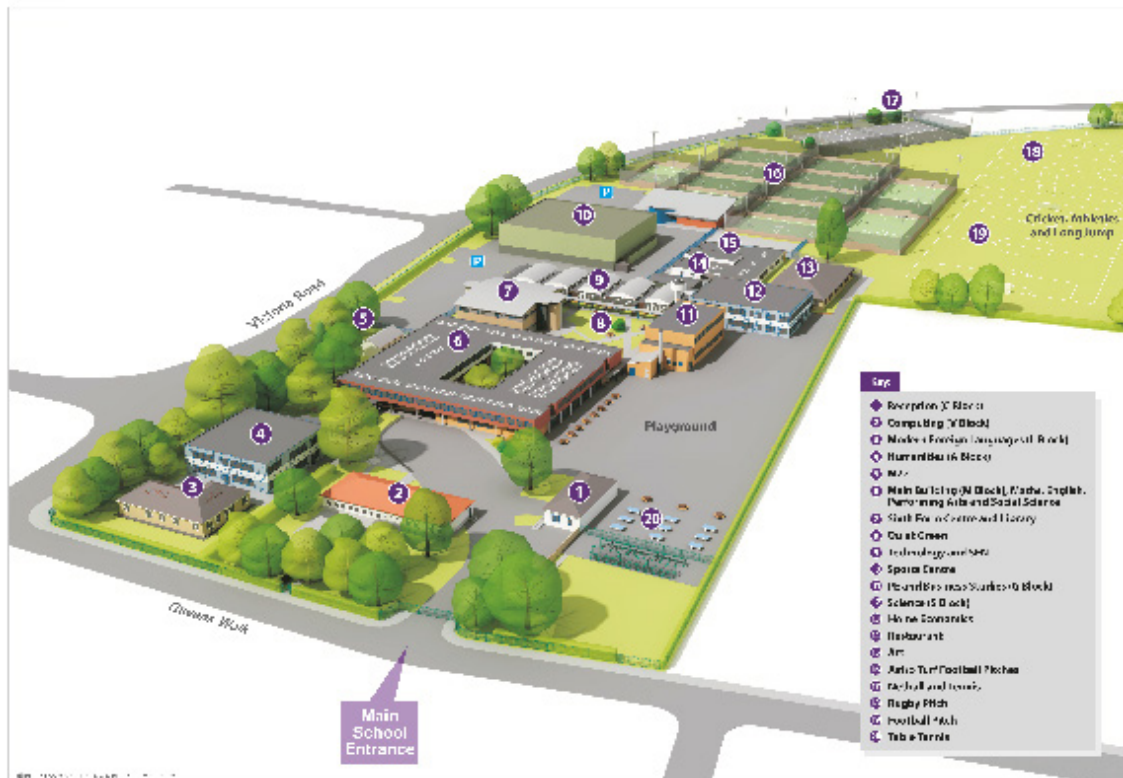
- Responsible and conscientious approach to Health and Safety
- Polite and Professional approach
- Ability to establish and maintain appropriate relationships with young people

### **Desirable**

- Education to degree level
- Relevant professional qualification

# QUEENSMEAD

excellence through learning



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