

Henleaze Schools School Business Manager

Job description

Job title	School Business Manager
Location	Henleaze Schools
Salary	Pay range NJC 32 – 35 (1.0FTE £42,839 - £46,142) Actual salary 0.77FTE (£33,040 - £35,587)
Role Summary	<p>Working within the school leadership team, providing specialist advice and guidance to its members and taking collective decisions on policy and service delivery issues.</p> <p>Organising the support function of the school, overseeing any activities that do not have a curriculum focus.</p> <p>Areas of responsibility will include:</p> <ul style="list-style-type: none"> • school finances, including monthly expenditure and forecast reports, • school HR and recruitment needs, • Health and Safety procedures • directly supervising the administrative team and site manager/caretaker, • managing the school facilities (e.g. classroom accommodation, hall and grounds lettings) • supporting the Executive Headteacher.
Working pattern	30 hours per week, over 4 days, term-time plus 4 weeks (flexibility of working pattern for the right candidate)
Responsibilities	<p>General Responsibilities</p> <ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • Be an active member of the school's SLT, contributing to the formulation and implementation of school strategies and school development plan, as directed by the Executive Headteacher;

- Line manage members of the administration team, to include completion of performance review meetings and target setting, in accordance with the school's line management structure;
- Have professional regard for the ethos, policies and procedures of the school, and maintain high standards in one's own attendance, punctuality and performance;
- Promote equality in all areas of school life and treat everyone with fairness, respect and dignity;
- Process information in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018, including your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

Finance Responsibilities (with support from the Finance Administrator)

- Evaluate information and consult with the SLT, Trust and Governors to prepare a realistic and balanced budget that to achieve the School Development Plan working alongside the Finance Director and Executive Headteacher;
- Use the agreed budget to actively monitor and control performance to achieve value for money and respond to unforeseen developments;
- Identify and inform the Executive Headteacher, Trust and Governors of the causes of significant variance, and take prompt corrective action;
- Ensure the school has appropriate financial systems and manage all aspects of those systems in accordance with Amplify Education policies; ensure accurate financial records are maintained, and report on a regular basis to the Executive Headteacher, Trust and Governors;
- Cooperate with audit procedures as necessary;
- Monitor and control capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors;
- Monitor the financial situation of the breakfast club and advise the Executive Headteacher accordingly;
- Maximise income generation within the ethos of the school;

HR Responsibilities

- Ensure that all recruitment, performance management, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements;
- Ensure staff have a clear understanding of these policies and the importance of implementing them;
- Alongside the Executive Headteacher, lead on the school's wellbeing strategy, helping formulate and embed the strategy to the benefit of all staff and pupils;
- Support the Executive Headteacher in all aspects of staff recruitment;

- Manage the recruitment, performance management and development of the office team and site manager;
- Making use of specialist expertise in relation to HR issues including liaising with Amplify Education HR Team and independent occupational health referral, as required;
- Assist the Executive Headteacher with workforce planning, ensuring all new roles are correctly budgeted for and appropriate approvals are sought;
- Ensure that accurate personnel records, including sickness and other absences are maintained, and information passed on to the Amplify Education HR and Payroll Services as necessary;
- Ensure all staff are paid on the correct scale and spine point in consultation with Amplify Education, and provide appropriate information on pay to staff, Governing Body and the Trust;
- Act as the first point of contact for all staff at the school on pay and contract related issues, liaising with HR and Payroll as necessary.

Office Administration Responsibilities

- Manage the whole school administrative function and lead the office staff, liaising as required with cleaning staff and the Site Manager;
- Work collaboratively to ensure the smooth running of all administrative and support functions of the school;
- Establish and implement effective methods to review and improve administrative systems;
- Use data analysis, evaluation and reporting methods to ensure systems are streamlined to maximise efficiency and avoid duplication;
- Prepare information for publications and returns for the DfE, Trust, LA and other stakeholders within statutory guidelines;
- Coordinate planning for the effective provision of ICT resources at the school including hardware/software and the efficient use of IT support;
- Ensure inventories of equipment and stock are maintained, all statutory and statistical returns are completed as appropriate and the efficient running of the IT administration system;

Facilities Duties

Work alongside the Site Manager to ensure the following tasks are completed:

- Supervision of relevant planning and construction processes in line with contractual obligations
- Security of the school premises
- Manage the repairs and maintenance of the school site to ensure a safe learning environment
- Ensure utilities, site services and equipment are supplied as appropriate

- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Manage the letting of the school premises to external organisations
- Manage premises projects and liaise with contractors as required;
- Ensure Amplify Education central team is updated with any new risks for insurance purposes
- Liaise with the Amplify Education IT team to ensure that equipment is functioning appropriately and suitable for teaching and learning
- Advise on all Health and Safety matters, including measures in the event of emergencies
- Managing the purchase, repair and maintenance of all furniture, equipment and fittings.

Compliance Duties

- Act as the school's Health and Safety Coordinator and Fire Officer
- In conjunction with the Operations Lead and Site Manager plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written Health and Safety Policy is clearly communicated, implemented, regularly reviewed and available to all
- Ensure regular consultation health and safety issues;
- Ensure risk assessments are carried out and stored as appropriate;
- Ensure effective monitoring and reporting of health and safety issues to the Senior Leadership Team and Governors and, if necessary, the Health and Safety Executive;
- Liaise with and report to the Amplify Education Estates Manager on all appropriate matters relating to compliance, health & safety and facilities.

Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

<p>Reporting to</p>	<p>Executive Headteacher, Henleaze Schools</p>
<p>Safeguarding</p>	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>



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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Excellent numeracy and literacy skills, including verbal and written communications
- Excellent organisational skills, including planning, prioritisation and self-management

You are likely to have:

- Outstanding accuracy and attention to detail in all aspects of work
- Ability to form positive relationships and inspire confidence with colleagues, pupils and families
- Willingness to work cooperatively as part of a wider team, to share workload when required
- Ability to show sensitivity and objectivity when dealing with confidential issues
- Ability to enthuse and motivate others, with a positive approach to change and development
- An innovative approach, creative and willing to take appropriate risks

You may have:

- Personal interests and enthusiasms to bring to the school community
- Skills and confidence to coach and mentor staff performance

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Experience of working in an educational setting, with knowledge of the main functions / processes in a busy school
- Understanding of the importance of safeguarding and child protection legislation and guidance with a primary school setting

You are likely to have:

- An education to A Level or equivalent standard



- A good knowledge of current legislation and policy within the context of school/education
- Understanding of day-to-day operations within a primary school setting
- Knowledge of health & safety rules and regulations
- Strong IT skills, with a good working knowledge of Google and Microsoft applications
- Knowledge of employment contracts and regulations, within the education sector
- Ability to communicate and apply performance management techniques and processes
- A willingness and ability to develop specialist knowledge within school administration and keep up to date with local and national policy developments

You may have:

- Degree level education
- Further qualifications and/or studies relevant to the post
- Experience of delivering training
- Experience of commercial contract management
- Experience of press and publicity

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)

Essential for this role:

- Experience of working in a School
- Experience with school information systems (Arbor, Planergy, iTrent, IMP or similar)

You are likely to have:

- Experience of communicating with outside stakeholders in a formal capacity
- Experience of financial management and budget monitoring systems, managing large, varied and complex budgets
- Experience of working strategically and communicating decisions
- Experience of management of one of the following areas: Facilities (including Health and Safety), Human Resources, Marketing or Administration Support Services.

You may have:

- Experience of maintaining computerised records
- Experience of working to strict requirements and statutory deadlines
- Experience of liaising with a range of stakeholders

Other Requirements:

You are likely to have:

- Commitment to the ethos and values of Amplify Education and Henleaze Schools
- Evidence of suitability to work with children (enhanced DBS check)
- Maintain confidentiality and handle sensitive information in accordance with Data Protection rules.
- A full valid UK Driving Licence

Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.