

**Job Description & Person Specification**

**School Business Manager**

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| Job Description |
| Job Title: | School Business Manager |
| Pay Grade / Scale / Range: | SCP 33 - 37£42,708 - £46,731 per annum |
| Working hours: | Based on 36 hours 40 minutes per week.Full year |
| Location: | Based at Heywood Academy  |
| Staff responsible to: | Head of School  |
| Staff responsible for: | Non-curricular support staff |
| Accountable to: | Chief Executive Officer  |
| Probationary period: | 26 weeks for new staff to the organisation |

**Job Description**

**School Business Manager - Heywood Academy**

**Overall purpose of the job**

The School Business Manager is the school’s leading non-curricular support staff professional and a key member of the Senior Leadership Team (SLT) who will actively participate and lead to ensure that the school meets its educational and operational aims.

**Key Responsibilities**

1. To be responsible for the day to day non-curricular functions of the school.
2. To be responsible for working in partnership with the Trust Central Teams to support the implementation of central Trust functions.
3. To liaise effectively with external support providers and stakeholders.
4. To promote collaborative professional working and development across the whole school.
5. To actively model and promote the values and ethos of the school and to encourage and empower others to work towards the school vision.
6. To be responsible for providing professional leadership and management of designated non-curricular support staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
7. To be a Designated Safeguarding Lead.
8. To act as an ambassador of the school.
9. To support the implementation, evaluation and development of the school’s development plans.
10. To access and use relevant and agreed data to inform advice and judgments.
11. To fully support the Head of School, in the discharge of their duties by ensuring maximum efficiency in all aspects of delegated authority.

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| **General Tasks** |

**Leadership and Strategy**

1. Attend any meetings as required e.g. SLT, full Governing Body and appropriate Governors’ portfolio board meetings, invitational meetings.
2. Negotiate and influence strategic decision making within the school’s SLT.
3. In the absence of the Head of School to support with delegated responsibility.
4. Plan and manage change in accordance with the school improvement/strategic plan.
5. To lead and manage non-curricular school support staff.
6. To lead and advise on compliance with regards to current legislations, statutory returns and Trust policy framework.

**Policy Management and Compliance**

1. Ensure statutory policies are implemented at all times across the school, put into practice and are subject to review and assessment at regular intervals or as situations change.
2. To co-ordinate and review the publishing of central Trust policies.
3. Communicate the school policy strategy ensuring people have a clear understanding of policies and procedures and the importance of putting them into practice.
4. Monitor the way policies and procedures are actioned and provide support where necessary.
5. To ensure that the school is operating within its legislative framework and complies with all relevant statutory and regulatory requirements.
6. To contribute to the preparation of data and information required for the Trust Accountability Framework, Governance and wider policy Framework as required.

**Data Protection**

1. To lead on all matters pertaining to GDPR within the school.
2. To work collaboratively with the central Trust teams in achieving both the school and Trust aims around GDPR issues.
3. To assist with training on GDPR compliance for employees.
4. Ensure all queries from data subjects are dealt with within legal timeframes.
5. Identify and evaluate data processing activities.
6. Support with the conduct of any Data Protection Impact Assessments (DPIAs).
7. Maintain records of processing operations.
8. Support with audits to determine whether there is a need to alter procedures to comply with regulations

**Facility and Property Management**

1. To lead the maintenance, utilities and day to day running of the school premises in conjunction with the central and school premises team.
2. To work collaboratively with the central Trust teams in achieving both the school and Trust aims around premises issues.
3. To be responsible for the planning, development, design, organisation and monitoring of school facilities and support services and related systems/procedures/policies.
4. To co-ordinate the purchase and repair of all furniture, fixtures and fittings within approved budget parameters.
5. To provide a secure environment in which due learning processes can be provided.
6. Ensure the supervision of contractors, visitors and third-party providers working on site.
7. In conjunction with the central and school premises team, to ensure the safe maintenance and security operation of the school site(s).
8. Oversee the effective day to day management of internal ancillary services on site including transport, catering and cleaning.
9. To be responsible for all outsourced SLAs.
10. To monitor, assess and review contractual obligations for outsourced school services informing the Head of School and relevant stakeholders where SLAs are not being met to an appropriate standard.
11. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
12. Be responsible for ensuring appropriate insurances are in place.

**Health and Safety**

1. To lead on all health and safety matters relating to school operations and ensure that all statutory and regulatory standards are consistently met.
2. To work collaboratively with the central Trust teams in achieving both the school and Trust aims around health and safety issues.
3. Act as the school’s lead Fire Officer.
4. Ensure a safe environment for the stakeholders of the school.
5. Plan, instigate and maintain records of fire practices and alarm tests.
6. Ensure the school’s written health and safety policy statement is clearly communicated and available to all people.
7. Enable regular consultation with people on health and safety issues.
8. Ensure systems are in place to enable the identification of hazards and risk assessments.
9. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to SLT, Governors and where appropriate the Health and Safety Executive.
10. Oversee health and safety individual risk assessments are carried out.

**Administration Management**

1. To lead on all administration matters for the school.
2. To work collaboratively with the central Trust teams in achieving both the school and Trust aims around administration issues.
3. Manage the whole-school administrative functions, record management, systems and lead all administration support staff.
4. Review, improve and maintain administrative systems that deliver outcomes based on the school’s aims and goals.
5. Ensure that the school’s printed materials, letterheads and forms are professional and consistent with the vision and branding of the school and the Trust.
6. Co-ordinate the management and review of the school website and social media in conjunction with the relevant central teams, carrying out audits.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

**Financial Resource Management**

1. To lead on the financial planning process including setting and agreeing a realistic and balanced budget in line with the scheme of delegation.
2. To work collaboratively with the central Trust teams in achieving both the school and Trust aims and KPIs around finance issues.
3. To be responsible for actively monitoring the agreed budget and control performance to achieve

value for money informing the Head of School of any significant variances.

1. Identify and inform the Head of School and Governors of the causes of significant variance and take prompt corrective action.
2. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
3. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
4. Identify additional finance required to fund the school’s proposed activities.
5. Maximise income through lettings and other activities.
6. Present timely and fully costed proposals, recommendations or bids.
7. To be the first point of contact for the central finance team in relation to day to day financial queries.
8. Act as key point of contact to the Payroll Manager for payroll related services and queries.
9. Contribute to the establishment of service level agreements with external partners, monitoring their ongoing effectiveness and implementation.
10. Report to the Head of School and Central Finance Team if fraudulent activities are suspected or uncovered.

**Management Information Systems and ICT**

1. To lead on all ICT matters relating to school operations.
2. To work collaboratively with the central ICT teams in achieving both the school and Trust aims around ICT issues.
3. Consider approaches for existing use and future plans to introduce or discard technology in the school.
4. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
5. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school / Trust ensuring value for money.
6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including non-curricular, teaching, learning and assessment systems.
7. Work alongside the ICT team to ensure contingency plans are in place in the case of technology failure.
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

**Human Resource Management**

1. To lead on all HR matters relating to school operations.
2. To work collaboratively with the central HR team in achieving both the school and Trust aims around HR issues.
3. To be the first point of contact for the central HR team in relation to day to day staffing queries.
4. To support as required with HR procedures including recruitment.
5. To support as required with the on-boarding and induction processes for new staff and pool/supply staff.
6. To support as required with the probation process and reviews undertaken as part of the apprenticeship programme.
7. Support with the evaluation of the school’s strategic objectives and obtain information for school workforce planning.
8. Support monitoring of the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.

**Extended schools**

1. To be the DSL for the extended schools’ provision.
2. To be responsible for the co-ordination and organisation of the extended schools’ programme.
3. To ensure the planning and coordination of high-quality activities which offer appropriate stimulation and support to students is in place, ensuring quality is maintained by regular checks.
4. To liaise with admin staff ensuring all families have had relevant information to be able to book their children onto each club; all correspondence is delivered on time and in the most appropriate way for each family.

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| STANDARD DUTIES |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all. |
| 2. To uphold and promote the values and the ethos of the school. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post.  |

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| CONTACTSStaff / governors / Trustees / contractors / external organisation (LA)  |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** |
| **Responsible to:** | Head of School – Heywood Academy  |
| **Responsible for:** | Non-curricular support staff  |

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| SPECIAL CONDITIONS DBS required – Enhanced |

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|  | DATE | NAME | POST TITLE |
| PREPARED | 19 / 03 / 25 | Laura Millard /Simon Smith  | Executive Head TeacherExecutive Director – HR |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

**PERSON SPECIFICATION – School Business Manager**

**PLEASE NOTE: The selection panel will use the criteria below to shortlist. Only those applicants who demonstrate that they meet all the emboldened criteria listed below (to the selection panel’s satisfaction) will be invited to interview.**

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| **Person Specification** |
| **Selection Criteria** | **Assessed By** |
| **Education, Qualifications & Training Essential Desirable** |
| 1. | **Evidence of professional training in preparation for a leadership role.** | Application Form/certificates | x |  |
| 2. | Recognised Finance/Accountancy Accreditation. | Application Form/certificates |  | x |
| 3. | **Level 4 or level 5 diploma in school business management or equivalent relevant qualification.** | Application Form/certificates | x |  |
| 4. | **Recent and relevant training and awareness of current issues relating to administration procedures, facilities management, compliance and finance.** | Application Form/certificates | x |  |
| 5. | Recognised Health and Safety Accreditation (IOSH/NEBOSH). | Application Form/certificates |  | x |
| 6. | **Evidence of Continuing Professional Development.** | Application Form/certificates | x |  |
| Experience |
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|  | **Experience of leading, managing and advising at a senior level preferably in a school setting.** | Application form/Interview | x |  |
|  | **Budget and accountancy experience and strategic financial planning.** | Application form/Interview | x |  |
|  | **Experience of the management of facilities and ancillary services.** | Application form/Interview | x |  |
|  | **Experience of overseeing Health and Safety matters and ensuring that all statutory and regulatory standards are consistently met.** | Application form/Interview | x |  |
|  | **Experience of leading and advising on Compliance within legal, statutory and organisational frameworks**  | Application form/Interview | x |  |
|  | **Experience of administration management ensuring that administrative systems deliver outcomes based on organisational aims and goals.** | Application form/Interview | x |  |
|  | Experience of working within School Admissions procedures. | Application form/Interview |  | x |
|  | Experience of making assessments of students to identify their individual needs. | Application form/Interview |  | x |
|  | Experience of supporting colleagues in a welfare role. | Application form/Interview | x |  |
|  | Experience of challenging poor performance and implementing strategies for improvement. | Application form/Interview | x |  |
|  | Experience of working as a line manager of a diverse team of people; including middle managers covering a variety of service areas within this job specification. | Application form/Interview | x |  |
|  | A thorough understanding of staffing issues and building, leading and sustaining complex working relationships. | Application form/Interview | x |  |
|  | **Experience of HR matters and an understanding of employment law.** | Application form/Interview | x |  |
|  | **Experience of managing projects and achieving results.** | Application form/Interview | x |  |
|  | Experience of working effectively with parents, Governors, Trustees, senior leaders and external agencies. | Application form/Interview | x |  |
| **Skills and Ability** |
|  | Excellent communication skills – ability to demonstrate and articulate a clear vision for the future of the school in the context of the short and medium term challenges. | Application form/Interview | x |  |
|  | Ability to interact and challenge senior school leaders. | Application form/Interview | x |  |
|  | Ability to set high expectations and standards, and provide a role model for students and staff. | Application form/Interview | x |  |
|  | Ability to work effectively in partnership with parents, Trustees, Governors and the wider community. | Application form/Interview | x |  |
|  | Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision | Application form/Interview | x |  |
|  | Ability to chair and contribute to meetings effectively. | Application form/Interview | x |  |
|  | Ability to make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside school. | Application form/Interview | x |  |
| **Knowledge** |
|  | In-depth knowledge of spreadsheet analysis. | Application form/Interview |  | x |
|  | Knowledge of current educational issues and the broader agenda. | Application form/Interview | x |  |
|  | Knowledge of GDPR. | Application form/Interview | x |  |
|  | Knowledge of health and safety legislation and procedures as they apply within an educational setting. | Application form/Interview | x |  |
|  | Knowledge of financial regulations and how educational establishments are funded. | Application form/Interview | x |  |
|  | Knowledge of Safeguarding and Child Protection expectations. | Application form/Interview | x |  |
|  | Knowledge and understanding of strategies for inclusion and equal opportunities. | Application form/Interview | x |  |
| **Work Circumstances** |
|  | Driving licence and transport to be able to commute between all the sites within the New Bridge Multi-Academy Trust. | Application form/Interview | x |  |
|  | Flexible hours of work commensurate with the seniority of the post. | Application form/Interview | x |  |