

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	School Business Manager L4
Grade	PS11	Reports to (role title)	Headteacher
JE Band	439-518	School	Bell Farm Primary School
		Date Role Profile was created	Sep-23

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Lead a team providing innovative, efficient and cost effective finance, human resources, administrative, premises and health and safety management for the school within statutory regulations and school policy.</p> <p>Key deliverables include:</p> <ul style="list-style-type: none"> • As a member of the Senior Leadership Team contribute to the leadership, management and monitoring of school development. • Set, manage, monitor and report on the school budget, providing financial advice to support decision making in the leadership and governance of the school, and ensure statutory and financial accounting and reporting requirements are met. Identify additional finance required to fund the school's activities and maximise income through lettings and other activities. • Provide a human resources service to the school advising on employment issues and administering all HR related matters to support the smooth running of the school. • Negotiate, manage and monitor contracts, tenders and agreements to obtain best value for the school. • Design, manage and review administrative systems and promote and support the efficient use of the school ICT systems to ensure continuous improvement and effective services for staff, pupils, parents and visitors. • Ensure all aspects of safeguarding, safer recruitment, vetting and barring and DBS checks are complied with. • Ensure that school policies and procedures are up-to-date and fit for purpose. • Ensure that the school premises are maintained to required standards, that premises/building projects are managed efficiently and within budget, and that health and safety requirements are met.
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Work Context	Bell Farm School is a 3-form entry maintained primary school with a nursery. It is based in Walton-on-Thames, Surrey. The Hive is an on-site specialist centre for children aged 4-11 with communication and interaction needs. Extended care is provided for pupils at the school from 8.00am until 6.00pm in the form of a Breakfast Club and After School Club (Treetops).
Line management responsibility	Line Management responsibility of Office Staff, Reprographics Coordinator and the Caretaker.
Budget responsibility	School Budget, up to £5M
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. <p>Service Delivery</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. • Ensure professional and quality service standards are maintained and applied within their area of activity. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon.

	<ul style="list-style-type: none"> • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/roles. • Professional qualification or evidence of high. level understanding of relevant business disciplines. • Extensive and comprehensive knowledge of computerised business systems, able to promote the use of IT systems within the service (some roles). • Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with established negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions. • Proven ability to manage a wide range of complex projects or programmes. • Significant work experience at management level in one or more relevant specialist areas. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Qualifications and training desirable</p> <ul style="list-style-type: none"> • A recognised financial qualification eg ACCA, CIPFA or AAT • School Business Manager qualification eg ILM Level 4 Diploma for School Business Managers, or the willingness to train <p>Experience</p> <ul style="list-style-type: none"> • Experience of preparing budgets and financial monitoring is essential • Previous experience of working in a school environment is desirable. <p>The following is required for this role: A satisfactory enhanced Disclosure and Barring Service (DBS) with Children's Barred List check.</p>
Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>