



Honeywell Infant and Junior Schools

Job Description and Person Specification Schools Business Manager

September 2024

Job Description

Job Title: Schools Business Manager

Reporting to: both Head Teachers and Governing Bodies

Grade: Point 42 to 45 £54,135 - £57, 177. Full time all year round

Line Management: The Administrative and Finance Team [4 FTE], Premises Team and In House Catering Team

Core Purpose of Post

To be the leading support staff professional and work as part of the two Senior Teams to assist the Head Teachers in their duty to ensure that the schools meet their educational aims and actively support and have due regard for the ethos of the schools.

NOTE: all references to “school support staff” in this document refer only to non – class based members of the staff team.

Purpose of Post

1. To be responsible for strategic planning, research and analysis and subsequent implementation to support school improvement and high performance.
2. To advise on financial implications and consequences in order for both schools to make the best possible use of resources available and to keep abreast and advise on current government and Local Authority financial policy and procedures.
3. To promote and articulate the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the schools’ learning objectives,
4. Together with members of both Senior Leadership Teams and Governing Bodies, develop and implement school policies and procedures, to meet both schools’ needs through self-evaluation and action planning and ensuring appropriate staff and community consultation.
5. To develop and implement a Marketing Strategy for both schools to maintain their profiles within the wider community and attract additional funds for both schools.
6. To recommend, develop and implement new procedures and office systems to meet the changing needs of the schools.
7. To share in the responsibility for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the schools and Local Authority.

Main Duties/ Responsibilities

A. Leadership & Management

1. Participate in and present in Strategic Leadership meetings, Full Governing Body and appropriate Governors’ sub-committee meetings offering financial, premises and personnel support and advice as required.
2. Provide information including the annual budget statement, CFR Return, Financial Summary and Statement of Internal Control.
3. Plan and manage change in accordance with the schools’ development/strategic plans.
4. Lead and line manage both schools’ support staff including assisting in the creation and implementation of recruitment, induction, appraisal, training and monitoring of systems for these staff.

B. Financial Resource Management

1. Be responsible for the effective financial management of both schools ensuring compliance with all financial regulations and legal requirements.
2. Evaluate information and consult with the Leadership and Governors to prepare a realistic, balanced and sustainable budget for the schools' activity in the short, medium and long term
3. Submit the proposed budgets to the Head Teachers and Governors for approval, assist the overall financial planning process and ensure the school is always audit ready.
4. Discuss, negotiate and agree the final budgets.
5. Use the agreed budgets to actively monitor and control performance to achieve value for money and advise the Head Teachers/Finance Committee of possible under/over spending whilst providing options for varying expenditure.
6. Ensure all returns are submitted in a timely fashion to external stakeholders.
7. Ensure all expenditure is correctly coded to ensure maximum use of all budgets and grants and provide ongoing budgetary information to relevant people.
8. Advise the Head Teachers and Governors if fraudulent activities are suspected or uncovered.
9. Maintain a strategic financial plan that will deliver the schools' development plans and will forecast future year budgets.
10. Identify additional finance required to fund the schools' proposed activities.
11. Seek and make use of specialist financial expertise.
12. Maximise income through lettings and other activities.
13. Manage procurement and be responsible for securing relevant sponsorship.
14. Maintain assets register, inventory and contracts register
15. Select types of investments which are appropriate for the schools, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
16. Ensure preparation of work specifications for tender and assist with the selection of contractors.
17. Put formal finance contracts and agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs, repayment schedules and ensuring best value.
18. Monitor the effectiveness and implementation of agreements.
19. Ensure the proper collection, reconciliation and banking of any monies received by the Schools including online/electronic payments.
20. Be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the schools, implementing the approved insurances and handling any claims that arise.

C. Administration Management

1. Manage the whole schools administrative function and lead all support staff.
2. Be responsible for the systems and general management of the Schools' administrative and financial computer network.
3. Design and maintain administrative systems that deliver outcomes based on the schools' aims and goals.
4. Manage systems and link processes that interact across the schools to form complete systems.
5. Define responsibilities, information and support for staff and other stakeholders.
6. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Prepare and submit information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
10. Ensure compliance of public domains such as the website and ensure the single central record is monitored and OFSTED ready

D. Management Information Systems & IT

1. Consult with relevant people and other parties to introduce new technology or improve existing technology.
2. Ensure that the schools have a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
3. Communicate the strategy and relevant policies, including Data Protection, with specific reference to GDPR requirements.
4. Establish systems to monitor and report on the performance of technology within the schools.
5. 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.
6. Ensure contingency plans are in place in the case of technology failure, including an up to date business continuity plan.
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
8. Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
9. Maintain the security of both schools' information and ensure that the IT is a safe environment for children.

E. Human Resource Management

1. Manage the payroll services for all the schools' staff including the management of pension schemes and associated services.
2. Oversee the completion of all new starter paperwork and other documents relating to staff employment and maintain the Personnel database.
3. To liaise with Head teachers on personnel issues.
4. To liaise with external organisations to ensure that the appropriate clearance for new staff is received – medical checks, DBS checks and obtainment of employment references.
5. To be responsible for the maintenance of confidential staff records.
6. Ensure the schools' equality policy is clearly communicated to all staff in school.
7. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
8. Manage recruitment, performance management, appraisal and development for all support staff.
9. Develop and direct the team to ensure deadlines are met in an appropriate way.
10. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the schools and staff.
11. Monitor the way policies and procedures are actioned and provide support where necessary.
12. Seek and make use of specialist expertise in relation to HR issues.
13. Support the Schools' strategic objectives and obtain information for workforce planning, including recruitment.

F. Site Management

1. To oversee the letting of the schools' premises to outside organizations and the Schools' staff, and for the development of all school facilities for out of school use, with particular reference to the local community.
2. To implement risk management and loss prevention strategies in the schools to reduce risk insurance costs.
3. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
4. Ensure the safe maintenance and security operation of all schools' premises
5. Manage the maintenance of the schools' site including the purchase and repair of all furniture and fittings
6. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
7. Ensure the continuing availability of utilities, site services and equipment.
8. Follow sound practices in estate management and grounds maintenance including organizing and upkeep of

playgrounds, gardens, all weather surfaces and drainage and to ensure the maintenance thereof.

9. Monitor, assess and review contractual obligations for outsourced schools' services.
10. Ensure a safe environment for the stakeholders of the schools to provide a secure environment in which due learning processes can be provided.
11. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
12. Manage the letting of the schools' premises to external organisations, for the development of the extended services and local community requirements.

G. Health & Safety

1. In conjunction with schools' Premises Officer, act as the school's Health & Safety Co-ordinator and Fire Officer and be responsible for the management of Health and Safety within the Schools.
2. Support the schools' Premises Officer to plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the schools' written health & safety policy statement is clearly communicated and available to all people
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils, ensuring that financial and supporting agency services are adequate for their diverse needs

Data Protection To be aware of the school and LAs responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matter of concern regarding such issues as bad practice of mismanagement.

Equalities The schools and LA have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

The Schools Business Manager will also be expected to perform other, reasonable, tasks appropriate to the role to meet the outlined purpose of the role.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Schools in relation to the post holder's professional responsibilities and duties.

Person Specification for Schools Business Manager

This person specification relates to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below.

Key: E – Essential D – Desirable S – Demonstrated at Shortlisting I – Demonstrated at Interview

EDUCATION – TRAINING/QUALIFICATIONS	CRITERIA	S	I
School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or MSc School Business Management	E	✓	
Recognised management/business degree, NVQ 4 or equivalent related professional accountancy qualification	E	✓	
Member of Institute of School Business Leadership or equivalent	D	✓	
Evidence of Continuing Professional Development	E	✓	
English and Mathematics to at least GCSE equivalent	E	✓	

EXPERIENCE	CRITERIA	S	I
Managing strategic financial plans	E		✓
Managing budgets, financial reporting, procurement and fixed assets	E		✓
Managing change projects	E		✓
Prioritise, plan and organise direct and co-ordinate the work of others, build, support and work with high performing teams	E		✓
Managing HR	E	✓	
Managing H & S	E	✓	
Several years’ experience working in an office environment at senior level	E	✓	
Managing within an educational environment	E	✓	
Managing at a Senior Management Team level	D		✓
Using Sims programmes e.g. FMS and Microsoft Word	E		✓

PERSONAL QUALITIES	CRITERIA	S	I
Highly developed interpersonal skills including influencing skills	E		✓
Support and demonstrate commitment to the vision of the school	E	✓	
Support the Head teachers in the management of change and improvement in pursuit of strategic objectives	E		✓
Work as part of a team	E		✓
Willingness to constructively challenge the work of self and others to continually improve own and team performance	E		✓
Ability to work under pressure and meet deadlines	E		✓
Seek advice and support when necessary	E		✓
Deal sensitively with people and resolve conflicts	E		✓
Be forward thinking, dynamic and embrace change	E		✓
Be strategic, organised and clear thinking	E		✓