

School Business Manager

Job Description & Person Specification

Salary / grade range	SCP 29 - 32 (£35,745 £38,223 FTE) Term time only +15 days
Location	Co-op Academy Nightingale
Reports to	Headteacher

Purpose of role:

Be responsible for financial resource management, administration management, information management, ICT, human resources, facility and property management, and health and safety management at the academy

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Accountable for the use of the Trust's financial systems and payroll processes in the academy, ensuring that all aspects of these systems are managed in accordance with agreed policies, timetables and VAT regulations.

Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including support of audits, issuing of invoices and ensuring settlement of accounts. Prepare work specifications for tender, assist with the selection of contractors and report to the governing board as required by Trust finance regulations.

Inform annual and future year projections of income and expenditure, and monitor and control income streams and expenditure cost centres for agreed budgets areas alongside regional finance resources.

Be the Academies GDPR ambassador making sure that subject access request alongside the Trust DPO are handled effectively and ensuring the safe storage and usage of the Academies data

Support budget holders in the academy with financial procedures, training and management information to enable them to monitor and control their budgets effectively.

Provide day-to-day guidance and support to the finance and payroll administration to ensure all financial and payroll data and controls are effectively managed.

Accountable for the preparation of appraisals for particular projects, writing bids for funding and developing/managing long-term initiatives for the academy.

Develop and monitor, where appropriate, financial procedures ensuring compliance with Trust financial regulations.

Accountable for the management and tendering of all service contracts with a view to achieve cost effectiveness; and ensuring that the academy maximises its potential.

Monitor and control capital expenditure on buildings, grounds and ICT; supporting the placing of contracts, and appointment and project management of contractors.

Lead and to promote the academy's activities and facilities with the objective of maximising letting income and developing the academy and Trust's reputation within the community

Take an active role in compiling and implementing a premises development plan aligned with the academy's development plan

Manage the premises staff and all external agencies to ensure proper security, heating, cleaning, maintenance and repair of the academy buildings and all associated furniture, equipment and fittings are carried out, and progress sustained.

Manage the day-to-day placing and effectiveness of routine schedules for catering/cleaning staff within agreed performance indicators.

Assist with the planning and preparation of any building work; e.g. assisting in the preparation of outlining specifications, obtaining tenders, liaising with architects/project managers/sponsors, and ensuring that the build programme is carried out according to the budget and agreed plans as necessary.

Have delegated day-to-day responsibility for all health and safety matters, including maintaining and developing systems, policies, procedures and working practices; including the measures to be taken in the event of incidents/emergencies.

Direct team leaders/managers to ensure efficient and effective running of the general office and reception area as one of the academy's main points of public contact.

Ensure academy documentation (e.g. letters, prospectus, newsletters, surveys) are prepared in a timely manner and completed to a high professional standard and in accordance with Trust guidelines and templates.

Manage HR matters liaising with senior leadership and line managers on procedure and practice to ensure compliance with employment legislation and Trust policies. Utilise Trust expertise where necessary.

Ensure academy specific policies are up-to-date and in line with current legislation. Ensure all relevant policies (Trust and academy) are communicated effectively and adhered to; particularly with respect to HR, Safeguarding and maintenance of the Single Central Record.

As the academy's health and safety lead officer; ensure compliance with all health and safety requirements including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the senior leadership team, governors, Trust and other agencies as required.

Responsibility for the protection of all data and adherence to Trust data policies including providing/arranging staff training and reporting internally and where appropriate onto Trust Data Protection Officer (DPO).

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job as detailed by the Headteacher or local governing body.

Key accountabilities (and specific duties / responsibilities):

Work, to ensure that key Business Management Functions are executed to a high standard. Willingness to travel between the academies.

Hold and articulate clear values and moral purpose, focus on providing a high-quality education for all pupils.

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and colleagues, and towards parents, carers, governors and members of the local community.

Lead by example

Sustain wide, current knowledge and understanding of education business management and Trust/academy systems locally, regionally and nationally, and pursue CPD.

Support the headteacher in communicating a compelling academy vision empowering all pupils and staff to excel.

Support the headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

Hold all staff to account for their professional conduct and practice.

Support the headteacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.

Develop effective relationships with fellow professionals, service providers and colleagues to improve academic and social outcomes for all pupils.

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Promote regional collaboration amongst peers to share information, ideas and best practice.

Inspire and influence others – within and beyond the academy – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Personal attributes required (based on job description):

Attributes All attributes are essential, unless indicated below as ‘desirable’	How measured, e.g. application form (A), interview (I)
<p>Qualifications</p> <ul style="list-style-type: none"> ● NVQ level 4 or equivalent qualification or experience in relevant discipline ● GCSE English and Maths (A-C) or equivalent ● Bookkeeping/accounting qualification (e.g. AAT) (desirable) ● Evidence of CPD 	A
<p>Experience</p> <p>Proven successful experience of the following:</p> <ul style="list-style-type: none"> ● working as school business manager preferably as an academy ● working within an Academy Trust (desirable) ● financial system in schools ● experience of managing procurement and purchase ledgers ● data management in a school setting ● dealing with HR, payroll and 	<p>A/I</p> <p>Proven successful experience of the following:</p> <ul style="list-style-type: none"> ● range of school applications including management information systems (E.g. SIMS) ● working in financial settings in other establishments ● bid writing ● extended school provision ● nursery provision ● leading and delivering

health and safety matters	<p>projects</p> <ul style="list-style-type: none"> • leading and delivering 	
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<ul style="list-style-type: none"> • working as part of a team and a matrix structure organisation • supervising, managing and appraising staff • budget monitoring, planning and long term financial strategy and control • financial control income collection and generation • securing and monitoring contracts/contractors/service level agreements • public relations for a school - parents, carers, community and other stakeholders 	training	
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<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> ● Knowledge of and availability of academy funding both at national and local levels ● Understand national and regional educational services and how administrative support service within a school is run ● Full, up-to-date knowledge of policies, codes of practice and relevant legislation in a school setting ● Knowledge of business systems in schools ● Understanding of the needs of a multicultural society ● Knowledge of health and safety requirements ● Full understanding and appreciation of safeguarding requirements 	<p>A/I</p> <p>Specific knowledge of the local community of which the academy is part of</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● ability to relate well to pupil and adults ● comfortable working as part of 	

and leading teams

- ability to organise, lead and motivate self and other staff
- good co-operative, interpersonal and listening skills
- flexibility and willingness to lead and manage change
- ability to prioritise workload, conflicting demands and remain calm under pressure
- communicate effectively to a wide range of different

audiences and through different mediums (verbal, written, ICT use)

- deal successfully with situations that may include tackling difficult situations and conflict resolution
- work successfully with a range of external agencies and central Trust service leaders and colleagues

A/I

This post is subject to an enhanced DBS check and two satisfactory references. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.