

## Milton Keynes City Council – Role Profile

Role Title: **School Business Manager (Smaller School)**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0877**

Grade: **G**

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### Purpose of job

- The Business Manager (Smaller School) directly assists the Head Teacher by the provision of detailed financial planning and operational management of all the non-teaching functions of a smaller school, ensuring efficiency and best value.
- Provide expert advice and guidance to the HT and Governors in relation to finance, HR, asset and estate management and administrative policy and practice.

### Key Objectives

1	To provide advice in relation to financial policy and long-term strategy to the Governors and Head Teacher.
2	Manage the school's accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review.
3	Manage a small number of support staff as directed by the Head Teacher including recruitment and selection, appraisal and other strategic and procedural issues in relation to staff management.
4	Negotiate, manage and monitor contracts, tenders and agreements for the provision of external services and contracts, arranging approval for all purchase orders prior to expenditure being committed and ensuring best value on all purchases.
5	Working within the agreed asset management plan, ensure that the school's maintenance expenditure is targeted to priority areas.
6	Develop income generating activities including preparation of and submission of bids for funding to external agencies.
7	Act as health and safety lead for the school, ensuring that policies and procedures in relation to all school activities are developed and adhered to by all internal and external staff and contractors.
8	Develop and maintain emergency planning and business recovery procedures, ensuring the clarity and accountability of staff roles.

9	Manage the administrative function including ICT, school office and reception, support for curriculum areas, reprographics, records and telephones.
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*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

### Scope

- Arrange the provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies.
- Full line management for all support staff including responsibility for recruitment, performance management and disciplinary/grievance issues.
- Management of facilities, including premises, lettings and liaising with external contractors
- Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
- Advise, lead and negotiate on behalf of school in external matters such as contracts, procurement, funding bids.
- Directly assist the Head Teacher with a range of school finance and strategic HR issues.
- Contribute to school improvement plan.

### Work Profile

- Develops and implements school administrative, financial and related policies and procedures; developed analytical, judgemental or creative skills required to interpret varied and potentially complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to Head Teacher and is a member of the senior leadership team. Contributes to and develops strategic policies and initiatives and involves significant decision making affecting the whole of large school or a cluster of small schools.
- Assist the Head Teacher with the design and delivery of the school's marketing strategy.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Attend relevant meetings.
- To maintain confidentiality.

### Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT** - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge		Level		Assess by;
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time		A	A Application
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications		D	I Interview
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role		E	T Testing R Reference
<b>Qualifications</b>	Recognised school management qualification or equivalent to minimum NVQ4 level	X		A
<b>Skills / Experience</b>	Use of standard IT business packages with particular competence in spreadsheets and management information systems	X		I, R
	Experience of managing small teams		X	I, R
Competencies		Level		Assess by;
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area		A	A Application
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements		S	I Interview
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		E	T Testing R Reference
<b>Planning and organising work</b>	Agreement of, and adherence to, reporting deadlines in accordance with academic year		X	I
<b>Planning capacity and resources</b>	Awareness of workflow requirements and staff/resource planning	X		I
<b>Influencing and interpersonal skills</b>	Working with external suppliers, colleagues, governors to maximise efficiency and economy	X		I, R
	Encouraging pupils and parents to follow administrative and regulatory guidelines		X	I
<b>Using initiative</b>	Initiating improvement in financial and administrative procedures		X	I, R

<b>Working independently</b>	Work closely with the HT. Dealing with administrative and business issues autonomously when delegated to do so.		X		I
<b>Managing people</b>	Ability to organise and lead a small team or co-ordinate other staff resources, ensuring adherence to statutory HR procedures		X		I
<b>Managing resources</b>	Consultant/advisor status in relation to smaller school finances. Development of robust internal financial procedures.	X			I, R
	Estates management of small building(s) and premises including preventative maintenance, health and safety	X			I
<b>Managing risk</b>	Awareness of child protection issues; health and safety risks; adherence to financial regulations	X			I
<b>Managing oneself</b>	Awareness of personal development needs and opportunities		X		I