



Coppetts

Wood

Primary

School

Coppetts Wood Primary School and Children's Centre

Job Title:	School Business Manager
Responsible to:	Headteacher/ Deputy Headteacher
Salary:	Grade I
Responsibilities:	To provide for the security of the premises and related health and safety, maintenance and cleaning.
Direct reports:	Office and Premises Staff
Contacts:	Governors. Headteacher, Senior Leaders, other school staff, pupils, parents and care givers and other outside bodies, including the Local Authority and contractors.

We are looking to appoint an excellent School Business Manager to join our friendly, supportive school community. Our wonderful pupils deserve kind, dedicated, inspiring teachers to help them to achieve their potential. If this sounds like you, please read on...

Coppetts Wood is a welcoming, diverse, one-form entry primary school, with a Nursery and Pre-Nursery. We have an Additional Resource Provision (ARP) for pupils with autism as their primary need. We are also lucky enough to have the Coppetts Wood Children's Centre on our site, serving our local and wider Barnet community.

We are located in the leafy suburb of Muswell Hill, in the North London Borough of Barnet. We make good use of our extensive school grounds, through outdoor learning opportunities, including Forest School and we are surrounded by green spaces and parkland.

It is an exciting time to join Coppetts Wood and share in our journey to bring about sustained improvement, embed new policies and build on the school's strengths and successes.

We offer:

- The time and support to be a reflective practitioner
- A collaborative, supportive learning culture
- A great location (in leafy Muswell Hill, near A406)
- Extensive grounds and outdoor learning experiences
- A dedicated, involved school community
- And our best asset is our pupils, who are amazing!



Coppetts



Wood



Primary



School

The successful candidate will:

- Be an excellent teacher and professional
- Inspire and motivate as a role-model
- Be relentlessly bothered about meeting the needs of all pupils
- Constantly reflect, learn and improve as a practitioner
- Work hard and actively contribute to the Coppetts Wood school community

We value and promote the welfare and wellbeing of our children and staff. We are committed to safeguarding and safer recruitment practice and will therefore undertake pre-employment checks before interview. An enhanced DBS and health checks are carried out for all staff.

We would love you to visit and experience Coppetts Wood for yourself – please call the office to arrange.

We reserve the right to interview and make an appointment before the closing date so early applications are encouraged.



Coppetts

Wood

Primary

School

Job Description

Purpose of Job:

- To contribute to the planning, development, management, operation and delivery of the support function within the school.
- To be responsible for business and financial management of school resources including budget/financial planning.
- Develop policies for school support function, such as health and safety, finance, lettings.
- May be a member of the senior leadership team or attend as required.

Key accountabilities/duties/responsibilities:

Each school is organised differently, and the range of duties carried out will be different in each school. The below section of this role profile will give examples of the duties and responsibilities that may be carried out. This list is not exhaustive.

- Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which include finance, HR, admin, IT and facilities management
- Plan, develop, organise and manage systems and procedures ensuring compliance with all statutory and procedural requirements
- Provide operational day to day support and advice to senior staff, the Governing Body and others, including presenting with options
- Undertake analysis and interpretation of data and produce detailed reports and complex information
- Responsible for the completion and submission of forms, returns including those to outside agencies
- Produce and respond to correspondence for self and others
- Manage the school's financial processes and budgets
- Line management of school support staff including recruitment, induction, performance management, training and mentoring systems for support staff
- Operate school information management systems
- Manage the procurement process, including securing appropriate service contracts, licences and insurance
- Assist with marketing and promotion of the school including income generation activities
- May include management of facilities, including premises, lettings and liaising with external contractors
- May be responsible for effective operation of payroll system
- May be health and safety manager for the school



Coppetts

Wood

Primary

School

Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of its services. All staff are expected to promote equality in the work place and in the services the council delivers.

Supervision

The post holder will work under the supervision of the Deputy Headteacher and Headteacher.

Job Content

The duties and responsibilities listed above describe the post as it is at present. The post holder will have a performance appraisal each year and is expected to accept any reasonable alterations that may be necessary, from time to time.

Application

Please kindly email office@coppettswood.barnet.sch.uk to request for an application form to complete.

Signed

Dated



Person Specification

Knowledge, training and experience

- Certificate of School Business Management (CSBM) or equivalent level of knowledge and experience
- Working at or towards national occupational standards (NOS) in business and administration and knowledge/skills equivalent to current national qualification level 4
- Having or willing to work towards Diploma of School Business Management
- Specialist knowledge and extensive experience in business and administration management such as finance, procurement, staff management
- Management experience
- Knowledge of relevant statutory regulations, codes of practice and government policies, such as OSFTED, safeguarding, health and safety, data protection
- Broad and deep knowledge of the school and governing body
- Knowledge and understanding of school policies, such as behaviour policy, equal opportunities policy, attendance policy
- Proficient user of MS Office software and/or other in-house software
- Evidence of continuing CPD

Skills

Planning, organising and controlling skills

- Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which will include finance, HR or facilities management, admin, IT
- Manage the procurement process, including securing appropriate service contracts, licences and insurance
- Develop with Headteacher and Governing Body income generation activities and those which promote and market the school
- Oversee the provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, Governing Body and outside agencies, such as information to assess school performance
- Assist in the development of training programmes/learning opportunities and mentoring of support staff
- Develop and implements operational plans relevant to school support function
- Line management of school support staff
- Plan and implement change within own team(s)
- May be health and safety manager for the school
- May include management of facilities, including premises, lettings and liaising with external contractors

Communication and influencing skills

- Use of understanding, influencing, empathising and communication skills with a range of people to achieve job objectives
- Select and successfully apply different methods of communicating effectively with colleagues and stakeholders
- Influence and / or persuade others to take a course of action using factual knowledge or information



Coppetts



Wood



Primary



School

- Manage others using diplomacy, sensitivity and empathy
- Provide advice, guidance and support on a range of detailed and complex queries and enquiries from internal and external service users and members of the public
- Build and maintain effective working relationships with colleague to ensure the appropriate level of service is provided
- Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
- Provide advice to senior leadership team, governing body and external agencies
- Contribute to effective recruitment and selection processes in line with requirements of legislation, regulations, professional and occupational standards, frameworks and codes of practice

Initiative and Innovation skills

- Work within school policies, procedures, internal and external guidelines and statutory requirements
- Analytical skills for business and finance planning, including interpretation of budget planning, development of administrative and financial procedures.
- Make independent decisions in relation to the development and operational delivery of a range of support services in the school such as finance, HR or facilities management, admin, IT
- Develop and implement operational plans relevant to school support function and contributes to new school service improvements
- Monitor and contribute to business processes, ensuring effective delivery of essential school requirements/support functions
- Provide administrative support that enables organisational change/expansion