



Cranbury College

Job Description			
Role	School Business Manager	Reports to	Head of School
Grade	Grade 9 (SCP 35-40)	Hours of work	37 hours per week, full time 29 days annual leave
Purpose	The postholder will be a valued member of the Senior Leadership Team at Cranbury College and will provide strategic support and guidance to the Head of School and other Senior Leaders on all non-Teaching and Learning functions.		
Scope	Main contacts: Executive Headteacher Head of School + SLT Central Services Leads	Staff responsibilities: Yes – Indirectly for all Support Staff; Direct Reports - TBC	Financial accountability: Yes
Accountabilities	<p>The accountabilities listed below are not intended to be exhaustive. The nature of the role, in the context of alternative provision education, is broad and demanding but incredibly rewarding. The postholder will have an opportunity to lead a talented and diverse team of colleagues and will be supported to develop personally and professionally by colleagues across the Trust.</p> <p>Overview of primary accountabilities:</p> <p>Leadership and Strategy</p> <ul style="list-style-type: none"> • Ensuring that all resources, including premises and staff, are used efficiently and effectively • Ensuring compliance with all Trust processes and procedures, and contribute to process improvement where necessary • Ensuring effective communication between the school and Trust central service functions • Advocating for the Trust outside own organisation; sharing best practice through networking • Providing input into the School Improvement Plan for own areas of accountability • Supporting the Trust's Alternative Provision growth strategy, including support to bids and grant applications • Ensuring that all off-site activities are conducted in a compliant manner and provide value for money and impact <p>Finance</p> <p>Accountable for ensuring the financial resources of the school are applied efficiently and effectively, with the support of the Trust's Finance team to ensure that:</p> <ul style="list-style-type: none"> • All income and expenditure is accurately reflected in the monthly accounts • Budget holders are supported and challenged, ensuring value for money and probity of public funds • A balanced annual budget is set, and monthly budget monitoring reports are reviewed by the Head of School, the Local Advisory Board and the Trust • All 3rd party contracts are managed and demonstrate best value for money and service with the support of the Procurement and Compliance Manager • Income from ancillary services is maximised for the school, ensuring that all required documentation is complete, and invoices are issued on time and cash received in a timely manner • A robust 5-year strategic financial plan is in place that aligns to the school improvement plan, using prevailing financial planning software • Monthly management accounts are accurate, and reviewed and understood by all stakeholders 		

- An Integrated Curriculum Financial Planning dashboard is maintained, ensuring that all key metrics are understood by stakeholders
- All SEN-related income is managed, including liaising with Local Authorities where appropriate to ensure that the Trust is in receipt of all SEN funding due
- Ensuring that Devolved Formula Capital funding is used efficiently and effectively

Human Resources

Accountable for all local HR issues, with the support of the Trust's HR team, including but not limited to:

- Maintaining an accurate Single Central Record and ensuring that local processes for dealing with visitors, contractors etc are adhered to at all times
- Ensuring all employment checks are conducted regularly and accurately, and any appropriate follow up actions taken
- Maintaining accurate and compliant HR files for all staff
- Ensuring that all recruitment is conducted to Safer Recruitment practices
- Liaising with the Trust's HR services team to ensure all vacancies are filled and that starters, leavers and contract variations are correctly processed and checked
- Ensuring that all new staff inductions, probation periods, return to work meetings, etc. are carried out and recorded, and data such as absence reported to the Trust HR service through Bromcom
- Ensuring all school support staff have an annual performance review as per policy
- Carrying out low-level employee relations casework, with support and guidance from Trust HR
- Ensuring monthly payroll is correct and deadlines are met.

Health and Safety

Accountable for maintaining a safe site, with the support of the Trust's Estates team, including but not limited to:

- Ensuring that the school site runs safely and efficiently each day
- Acting as Health and Safety Officer ensuring H&S compliance across the school and that all site and curriculum risk assessments are in place, monitored and updated as per system requirements
- Monitoring incidents and accidents and ensure the reporting of these is robust, and that any issues highlighted are dealt with in an appropriate timeframe
- Create and maintain a proactive PPM schedule in partnership with Site and Trust Estates team
- Attend H&S Committee meetings, submitting data prior to the meeting as directed by the chair of the committee
- Maintain and update the school risk register termly, reporting to SLT and Trust leadership

Systems/Data

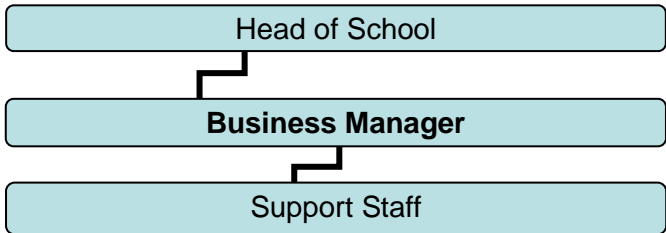
Accountable for the effective function of electronic/data systems in the school:

- Ensuring systems are fit for purpose, and effectively used
- Ensuring that all statutory data returns (e.g. Pupil Census, School Workforce Census) are fulfilled accurately and on time
- Ensuring GDPR requirements are met
- Act as central point of contact between school and ICT Team (central) for hardware, software, connectivity and infrastructure improvement

Marketing

Accountable for the effective marketing of the school with the support of the Trust's Marketing and Communications team:

- Ensuring that the school has an effective marketing and communications plan using social media and newsletters etc to communicate to the wider community the schools' activity
- Ensure that branding guidelines are followed for **all** communications to stakeholders and staff

	<ul style="list-style-type: none"> • Ensure website information is accurate and that any gaps following the Trust's compliance check are dealt with in a timely manner • Actively promote the IntraMET during staff inductions and generally as a 'go to' place for staff <p>Staff Management Accountable for ensuring that an effective local people management structure is in place for the school(s):</p> <ul style="list-style-type: none"> • Provide day to day guidance, support, and challenge to line reports, allocating work, monitoring workloads, efficiency, outcomes, etc. • Carry out induction, probation, ongoing performance management and any interventions to support performance • Compliance with all Trust policies <p>Other The successful candidate may be required to support Trust projects, and this will be with prior consultation with the post holder.</p> <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder. This may include supporting other schools within the Trust or taking ownership of a Trust-wide system or policy area.</p>
Personal Attributes	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent (Desirable) • Professional qualification in either finance or HR ideal but not essential • An experienced Business Manager or demonstrable equivalent senior administration experience within an education setting • Knowledge and experience of financial and management information systems • Experience of supporting the budgeting and reporting process • Experience of working with a range of internal and external partners including non-finance personnel • Knowledge and experience of managing contracts for services • Knowledge and experience of health & safety requirements within an education setting • Experience of facilities and/or project management desirable but not essential • Knowledge of governance within an educational context • Extensive experience of managing and motivating staff • Good IT skills, PS Financials and/or HCSS experience desirable but not essential • Meets the requirements for confidentiality, including GDPR <p>Skills & Abilities</p> <ul style="list-style-type: none"> • Exceptional organisational and planning skills • Excellent written and oral communication skills to all levels • Ability to self-organise, prioritise and manage conflicting demands to meet deadlines • Ability to interpret complex legislation regulations etc. • Ability to influence and participate as a member of the SLT • Highly developed interpersonal and motivational skills • Ability to demonstrate resilience • An ability to be highly ambitious and aspirational for self and others
Organisational Chart	 <pre> graph TD A[Head of School] --> B[Business Manager] B --> C[Support Staff] </pre>

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed (postholder)Date