



“Reducing Barriers to Expand Horizons”

Job Description: School Business Manager

Woodeaton Manor School is a Foundation Special School located four miles to the Northeast the city of Oxford. The school serves young people aged 7 to 18 with Social, Emotional and Mental Health Difficulties (SEMH) and where many also have a diagnosis of Autism Spectrum Disorder (ASD).

Main purpose

The school business manager (SBM) is responsible for managing the operation of the business functions of our school, including financial management, health and safety, human resources, compliance, and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership teams to focus on teaching and learning.

Duties and Responsibilities

Leadership

- Be responsible for line-managing site and administration support staff, including carrying out long-term resource planning and managing the end-to-end recruitment process, appraisal, and professional development
- Implement school-wide changes and allocate resources in line with school improvement plans, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of schools, and encourage others to do the same
- Implement a marketing plan for schools, which utilises school websites, signage, the prospectus, and communications with current and prospective parents

Financial management

- Oversee the security and reconciliation of cash in hand and debtors on a day-to-day basis, ensuring money is banked, money owed is collected, and clear records are kept
- Ensure value for money within procurement of goods and services in line with Trust policy
- Manage school's lettings offer
- Ensure the effective and efficient operation of the administration department, delegating tasks to finance/office staff where appropriate

Human resources

- Maintain the staff absence data in the Trust HR system
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within schools and liaise with the external HR provider

Health and safety

- With headteachers and premises teams, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of the school
- Organise health and safety training for staff

Compliance

- Manage school's compliance with statutory obligations, and advise others on the relevant legal, regulatory, and ethical requirements
- Track all local school policies and ensure they are updated in accordance with the policy review schedule

Administration

- Keep records in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for headteachers and the governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

Safeguarding

- The school's business manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Woodeaton Manor School is committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share this commitment. Our recruitment and selection practices reflect this commitment, and the offer made to the successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant's most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.

***We reserve the right to close this advertisement earlier if we receive sufficient applications ahead of the closing date.**

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • A degree or other relevant qualification - ideally in accountancy, business management or a related discipline (Desirable) • A school business management qualification i.e., Level 4 diploma in school business management (Desirable) • Accountancy qualifications or health and safety training (Desirable)

Experience	<ul style="list-style-type: none"> • Successful management experience in a school, or in a relevant field outside education (desirable) • Line management experience • Contributing to staff development • Working with children or young people • Experience of human resources or data protection
Skills and knowledge	<ul style="list-style-type: none"> • Good financial management skills • Excellent attention to detail • Previous use of PSF(Iris), BPS (Orovia), Arbor (Desirable) • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding data protection and confidentiality
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the schools and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the schools • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

Last review date: June 2024

Next review date: June 2025

Headteacher/line manager's signature:

Date: