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| ISA Logo_rgb | **Immanuel and St Andrew C of E Primary School**  **SCHOOL BUSINESS MANAGER**  **Pay Scale P05 (Point 39-42)** |

***Jesus is Immanuel – God with us***

***We are seeking a highly skilled and experienced forward thinking professional who has a recognised business, accounting, or other relevant qualification. Whilst you will have some experience of working within an education environment, we are looking for someone who can bring some experience and knowledge from outside of the education sector to help drive our strategic direction and operations forward.***

***You will be enthusiastic, committed, and proactive, and be willing to be fully involved in the life of our school. Flexibility is key – this role is diverse, and we are looking for someone who has the drive and motivation to contribute significantly to the strategic vision and direction of the School.***

***This is a full time role for 52 weeks per year with 25 days holiday (not including Bank Holidays).***

**PURPOSE AND SCOPE**

The Governors of Immanuel and St Andrew C of E Primary School are seeking to appoint a School Business Manager to manage the school’s budgets and support staff teams. Immanuel and St Andrew is a friendly, family focused school so you must be a flexible team player with a positive ‘can do’ approach and ready to ensure we are future fit. The Business Manager is a vital role on the Senior Leadership Team and is a key player in the smooth running of the school. You will report to the Headteacher and will also support and report to the Governing Body. You will have direct responsibility for managing the strategy and operation of the business functions within our school, including financial management, premises, health and safety, human resources, legal and regulatory compliance, and administration.

**KEY ROLES AND RESPONSIBILITIES**

**Strategy & Leadership**

* Under the direction of the headteacher, ensure the school’s successful financial performance and ensure financial decisions are clearly linked to the school’s strategic goals
* As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
* Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
* Take all decisions in line with the vision and values of the school, and encourage others to do the same
* Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing
* Manage the Finance and Administration team (currently a team of 4).

**Financial Resource Management**

* Prepare and oversee the approval process of the annual and 3-year budgets and forecasts for the school and model scenarios to support school development.
* Prepare and oversee the approval process for monthly management reporting, including the provision of financial analysis to the Senior Leadership Team and Governors, as required.
* Submission of all financial reporting as required by the Local Authority, Department of Education, or other regularly bodies.
* Accurately account for all school financial transactions, and oversee the School’s billing, debt collection, purchasing, procurements, accounts payable and contract management processes.
* Actively look for ways to increase the school’s non-core income. This includes identifying and applying for bids and grants, seek out and manage letting opportunities, and encouraging fundraising activity and other contributions from parents.
* Ongoing management of costs, including monitoring of SLAs, staff structures, premises costs and agency costs. Carry out benchmarking exercises to aid this cost management process.
* Ensure robust financial controls and processes are in place that meet accounting standards and ensure a high level of effectiveness and efficiency.
* Undertake feasibility studies/ project appraisals for capital initiatives that the school requires and build the business case for investment liaising with the Head, Diocese and Lambeth.
* Liaise with the School’s fundraising organisation – “Friends of Immanuel and St Andrew”

**Administration Management**

* Manage the school administrative function, including all aspects of customer service, admissions, pupil reporting, register management, and event management.
* Development and ongoing management of systems, processes and controls within the School’s Administration function to ensure exceptional customer service can be delivered to all stakeholders of the School, and to ensure the optimisation of efficiency.
* Work in collaboration with our external IT Company to maintain an overall IT strategy and ensure that the school systems are efficient, future-fit and effective.
* Oversee the introduction of all new IT infrastructure and systems.
* To keep up-to-date with all policies, procedures and compliance measures in regard to GDPR.
* Work in collaboration with our external Data Protection Officer to ensure that the school processes in regards to GDPR are efficient, future-fit and effective.

**Human Resource Management**

* Manage the school’s payroll provision alongside the external payroll provider
* Ensure that recruitment, appraisal, disciplinary, grievance and other HR policies are administered in accordance with employment law
* Advise on HR issues within school and liaise with the external HR provider
* Conduct reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency

**Health & Safety, Facilities and Property Management**

* Prepare a Premises Development Plan in conjunction with the existing Asset Management Plan and Register and ensure financial implications are reflected in the 3-year financial plan.
* Act as the school lead on capital building projects ensuring a clear project structure, contractor engagement and performance monitoring to deliver required outcomes on time and to budget.
* With the headteacher and premises team, 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 all in the school

**Compliance Management and Governance Support**

* Attend and take minutes of the governing body Resources Committee meetings, and provide other support to the governing body as required.
* Lead the annual process of review, update and publication of school policies and other regulatory required documents.
* Lead the response to audits for areas of responsibility within the Business Manager’s remit.

**PERSON SPECIFICATION**

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| **criteria** | **qualities** |
| **Qualifications  and training** | * A degree - ideally in accountancy, business management or a related discipline * A school business management qualification * A relevant accountancy qualification |
| **Experience** | * Successful leadership and management experience in a school, or in a relevant field outside education * Involvement in school self-evaluation and improvement planning * Line management experience * Experience of change management * Contributing to staff development * Experience in HR, GDPR, school health and safety, IT management. |
| **Skills and knowledge** | * Expert knowledge of financial management * Excellent attention to detail * Previous use of FMS, Scholarpack, and ParentPay * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships with staff and other stakeholders |
| **Personal qualities** | * Commitment to promoting the ethos and values of the school 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 school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality |

*The school 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.*

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the executive head teacher.*