|  |  |  |  |
| --- | --- | --- | --- |
| Oakey2-lighter | | **Oaklands School**  **Job Description – School Business Manager**  **Level 2 Grade 9 (£41,511 fte to £44,711 fte Actual £37,662-£40,566)**  **37 hrs per week or Job Share 20 hrs per week, 40 weeks**  **– adapted from NASBM Model JD & LCC Model** | |
| **Overall Purpose of this Post:** To take the strategic lead in the development, provision and operation of all administrative, finance, facilities aspects within the school. | | | |
| **Responsible to:** The Headteacher; Line manager Deputy Head | | | |
| **Leads and Manages:** School Office, Finance Administration, Premises Officers, ancillary services | | | |
| **Job Purpose:**  1. The School Business Manager is the school’s leading support staff professional and works with the Senior Team to assist the Headteacher in his/her duty to ensure that the school meets its educational aims and objectives  2. The School Business Manager provides clear information, advice and recommendations to the school’s Leadership team to achieve agreed aims  3. The School Business Manager ensures sustainability of the school’s finances, meeting all statutorily delegated or devolved responsibilities and to ensure that the financial systems support the needs of the school  4. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school, maximising income from external funding agencies and from other uses of the facilities, and strategically ensures the most effective use of resources in support of the school’s objectives  5. The School Business Manager is responsible for the financial resource management, administration management, management Information and ICT, facilities & property management, Health & Safety management of the school.  6. The School Business Manager promotes a culture of safe recruitment and safeguarding  7. The School Business Manager implements and promotes the School’s and Leicester City Council’s policies and procedures relating to all areas of employment and service delivery  8. The School Business Manager provides personal advice and support for the Headteacher | | | |
| **General Duties:**  1. Attend Senior Leadership Team meetings as required, full Governing Body and appropriate Governors’ sub-committee meetings  2. Assist and influence strategic decision making within the school’s Senior Leadership Team  3. In the absence of the Head Teacher, take delegated responsibility for financial and other decisions  4. Plan and manage relevant aspects of change in accordance with the School Improvement Plan.  5. To lead and manage all school administrative and premises staff | | | |
| **Financial Resource Management:**  1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity  2. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process  3. Discuss, negotiate and agree the final budget  4. Use the agreed budget to actively monitor and evaluate expenditure to achieve value for money  5. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action  6. Propose revisions to the budget, if necessary, in response to significant or unforeseen developments  7. Provide ongoing budgetary information to relevant people  8. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered  9. Maintain a strategic financial plan that will indicate the trends and requirements of the school improvement plan and will forecast future year budgets  10. Identify, source and secure additional finance required to fund the school’s proposed activities  11. Seek and make use of specialist financial expertise  12. Maximise income through lettings and other activities  13. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.  14. Present timely and fully costed proposals, recommendations or bids  15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules  16. Monitor the effectiveness and implementation of agreements, such as for ancillary services | | | |
| **Administration Management:**  1. Manage the whole school administrative function and lead all administration and premises office staff  2. Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times  3. Support the leadership team to ensure all staff understand their responsibilities, and have the information and support to work effectively  4. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication  5. Benchmark systems and information to assess trends and make appropriate recommendations  6. Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines. | | | |
| **Management Information Systems and IT:**  1. Consider approaches for existing use and future plans to introduce or discard technology in the school, including that which supports children’s use of communication  2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes  3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money  4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school  5. Establish systems to monitor and report on the performance of technology within the school  6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems  7. Ensure contingency plans are in place in the case of technology failure  8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied | | | |
| **Human Resource Management:**  1. Manage the payroll services for all school staff including the management of pension schemes and associated services.  2. Ensure that policies and procedures comply with legal and regulatory requirements including having the highest regard for Safeguarding  3. Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice  4. Manage recruitment of personnel  5. Seek and make use of specialist expertise in relation to HR issues  6. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities within the administration and premises office teams | | | |
| **Facility and Property Management:**  **In liaison with the Lead Premises Officer-**  1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations  2. Ensure the safe maintenance and security operation of all school premises  3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings  4. Ensure the continuing availability of utilities, site services and equipment  5. Follow sound practices in estate management and grounds maintenance  6. Monitor, assess and review contractual obligations for outsourced school services  7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided  8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively  9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.  10.Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly. | | | |
| **Health and Safety:**  **In liaison with the Lead Premises Officer-**  1. Act as the school’s Health & Safety Co-ordinator and Fire Officer.  2. Ensure the school’s written health & safety policy statement is clearly communicated and available to all people  3. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change  4. Enable regular consultation with people on health and safety issues  5. Ensure systems are in place to enable the identification of hazards and risk assessments  6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive  7. Ensure the maximum level of security consistent with the ethos of the school  8. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs | | | |
| **PERSON SPECIFICATION Job requirements: Essential E or Desirable D**  **\* See Level Criteria Matrix attached for requirements at LEVEL 3** | | | **E/ D** |
| **A Training & Education** | **A high standard of literacy sufficient to carry out the duties of the post**  **Achieved School Business Manager qualification e.g. DSBM / CSBM**  **Understanding of Employment Law**  **Experience of working in a School Business Manager’s role** | | **E**  **E**  **E**  **D** |
| **B: Experience** | **Experience of managing an office function and improving administrative systems**  **Experience of effectively dealing with people from a variety of backgrounds on the telephone and in face-to-face situations.**  **Experience of using modern Information Management Systems.**  **Use of word processing, spreadsheets and databases.** | | **E**  **E**  **E**  **E** |
| **C: Equal opportunity** | **Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.**  **Must be sensitive to the requirements of disadvantaged groups and children with special educational needs.** | | **E**  **E** |
| **D: 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** | | **E**  **E**  **E**  **E**  **E** |
| **E: Other skills** | **Able to work with statistics and provide forecasting reports.**  **Able to produce clear and concise reports.**  **Able to manage and motivate a team.**  **Able to communicate effectively with young people and parents in difficult situations.** | | **E**  **E**  **E**  **E** |
| **F. Other Conditions** | **Willing & able to work out of normal hours, e.g. for parents’ evenings, governors’ meetings, etc.**  **Willing & able to travel within the city to other schools/colleges and occasionally to other local or national venues as appropriate.** | | **E**  **E** |
| **The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s grade and whenever reasonably instructed.**  **The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.** | | | |

|  |  |
| --- | --- |
| **Level 2 matrix (Some L1 criteria are shown in italics)**  **Not all work listed under L2 in LCC MATRIX will be required within the role so may have been omitted** | |
| **People Management** | Manages up to 50 staff *e.g. Student Welfare, IT & Networks,* ***Extended Services,*** *Community Facilities, Marketing,* ***Site & Facility Management****,* ***Health & Safety,*** *Catering, Technicians, Classroom & Nursery Support, etc.* Some staff may be locally supervised by teaching staff e.g. TA’s but are managed by this postholder or their subordinate manager.  *Level 1: Manages between 5 and 12 support staff (ie non-teaching) covering Finance, Personnel and Administration functions.*  *Motivates, prioritises and allocates staff to meet the needs of delivering support services* |
| **Creativity Required** | Manages some, but not all, of the extra support functions, see above a on a strategic and operational basis.  Project manages new facilities, policies etc. being introduced into the School/College. May be with a lead teacher for curriculum type changes.  *Level 1: Assists with future planning and manages the support functions above on an operational and strategic basis.*  *Improves admin/ finance process and procedures. Interprets new legislation; guidelines, initiatives, funding rules etc. and proposes action to meet these requirements.*  *Contributes to planning changes in support staff usage, especially when it affects School finances or use of facilities/staff.* |
| **Contacts** | Negotiates with external or outsourcing contractors and agencies for building work, extra funding, etc.  Reports to Governing Body on financial and other status of support functions or progress of developments. |
| **Decision making** | Contributes to the long-term plans of the school/college.  Builds and controls a basic budget between £750,000 and £2,500,000 pa.  Makes operational and strategic decisions for several other support functions in the school (ie IT & Networks, Site and Facilities management, Health & safety, Catering, Technicians)  *Level 1: Advises the Head/Principal, Governors and staff on all finance and support matters within the school*  *Makes operational and strategic decisions for the following support functions: Finance, Business Management, Personnel, and General Administration*. |
| **Objectives** | To maximise income from external funding agencies and from other uses of the facilities.  To ensure that best value principals are applied to the provision of externally supplied services. To promote the school to, and raise the profile within, the local community.  *Level 1: To ensure the sustainability of the school’s finances and services*  *To develop effective School’s support policies, systems and procedures*  *To maintain effective relationships with parents, community, agencies, etc.*  *To maintain an awareness of, and ensure compliance with any Government, LA and other guidelines, policies, etc which affect the support service in a School.*  *Meeting National and Local targets.* |
| **Resources used or managed** | Responsible for some other support areas resources, e.g. Site, Building, Welfare/Medical, equipment, consumables, plant & machinery, etc.  Responsible for manual and computer records for 250 to 1,000 pupil and 25 to 100 staff records, plus any inventory, budget, etc. records.  Responsible for the control of documents made available under the Freedom of Information Act 2000. |
| **Interruptions, conflicts & frequency** | Some days full of meetings  *Level 1: Constantly re-appraising priorities as situations arise.* |
| **Physical effort & IT Use** | Mainly desk work and office PC use with some walking around and occasional outside inspections, etc. |
| **Working conditions** | Mainly desk work and office PC use with some walking around and occasional outside inspections, etc. |
| **Risks encountered** | Little risk but occasionally deals with angry Parent/Carers and pupils and sometimes suppliers/contractors. |
| **Knowledge & skills level** | NCSL Certificate in School Business Management or equivalent Level 4 qualification.  Working knowledge of Health and Safety at Work Act and the implementation of H&S Policies. Working knowledge of School/College Finance regulations and procedures.  Working knowledge of research and bidding methods for extra funding streams  Substantial experience of developing administrative systems including the use of ICT systems. Experience of identifying needs and allocating and prioritising resources to meet them in an educational setting.  Budgets will include several other external funding streams. |