**Job Description**

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| Role Profile |

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| Job Title: | **School Business Manager** |
| Salary Grade: | **Band M - SCP 28-30** |  | **JEID S0007** |
| School: | **Exhall Grange Specialist School**  |
| Primary Location: | **School Office** |
| Responsible to: | **School Business Director** |
| Responsible for: | **School Finance, HR, Administration and Premises team** |

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|  | **Role Purpose**The School Business Manager will operate as a member of the Senior Leadership Team (SLT) alongside the School Business Director, contributing to the strategic direction of the school and be responsible through the School Business Director to the Governing Body for the development, management and operation of all support services including financial management, human resources, health and safety, legal compliance, ICT, and administration.As a member of the SLT, contribute to establishing and maintaining a culture of safeguarding and contribute to the school’s statutory duty to safeguard and promote the welfare of children.  |

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|  | **Responsibilities:****Responsibility for people (other than employees supervised/ managed):** The post has a direct impact on the well-being of the whole school community, through leading creatively on aspects of school planning, development and implementation of policies and planning, and leading and developing a business service to the Head and Governing Body. **Responsibility for staff:** The post has direct leadership responsibility for the finance, HR, administration and premises team, and indirect responsibility for the wellbeing of all staff through appropriate HR policy and procedure implementation. **Responsibility for budget:** The post has direct responsibility for managing and accounting for the school’s financial resources, including budgeting, budget modelling and maintenance of financial probity. **Responsibility for physical resources:** The post has a high level of responsibility for physical resources, involving overall building and site management. |

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| **Duties:****Leadership and Strategy:** * As a member of the school’s senior leadership team, to share in the decision-making process and formulation of aims and objectives of the school.
* Contribute to the long-term resource planning and management of recruitment, appraisal, and professional development of staff.
* Attend appropriate full Governors’ meetings and sub-committee meetings, advising governors as appropriate.
* Prepare reports for Governors on matters within own sphere of responsibility.

 **Financial management and administration:** * Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity.
* Carry out appropriate budget modelling, providing costed reports / feasibility studies to the Head, SLT and Governors’ finance committee.
* Oversee spending of the budget, ensuring financial probity and that audit recommendations and requirements are implemented. Oversee the work of the finance and administration staff, ensuring that an effective admin/financial service is provided for the school.
* Advise governors on insurances for the school, seeking professional insurance advice as necessary.
* Look for opportunities to maximise income / secure sponsorship
* Be the point of contact with the Local Authority/DFE/ESFA and other agencies on funding, grant applications, gifts and other donations.
* Negotiate, manage and monitor contracts, tenders and agreements and ensure appropriate procurement procedures are followed
* Ensure effective development, management and operation of Management Information systems.
* Develop and monitor financial and administration policies, securing Governing Body agreement as necessary, to ensure school complies with legal and other school requirements.

**Human Resources:**  * Implement Human Resources policies and practices within school.
* Ensure fair and equitable recruitment, deployment, management and pay processes are in place and operated.
* Ensure that pre-employment clearances and induction processes are carried out. Advise the Head and Governors on employment legislation and policies, contractual and salary matters, taking advice as necessary from the HR legal advisor. Liaise with local representatives of professional associations/trade unions.
* Manage the school’s payroll provision with the payroll provider.

**Risk Management /Health and Safety:** * Implement risk management strategies
* Formulate, monitor and implement the school’s Health and Safety policies and systems and oversee compliance with Health and Safety regulations and best practice.

 **Premises Management:** * Oversee school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
* Oversee recommendations on the spending of repairs and capital budgets.
* Ensure repairs and improvements are fit for purpose.
* Strategic planning and management of external contracts (e.g. Grounds maintenance, new buildings, refurbishment).
* Develop specifications for new buildings, adaptations and obtain tenders.
* Acquire and dispose of equipment and resources as authorised by the Governing Body.
* Oversee the development of school facilities for out of school use, including lettings.
* Oversee the management of the maintenance budget with appropriate contingencies.

**Compliance:*** Manage the school’s compliance with statutory obligations and advise others on the relevant legal and regulatory requirements.
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Support the data protection leads with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
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| Notes :*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 postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.* |

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| Person Specification |
| **The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.** Each of the criteria listed below will be measured through; the application form (A), teaching a lesson (T), an interview (I), a presentation (P) or documentation (D), References (R) |

| Essential Criteria | Assessed By; |
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| NVQ level 5 or equivalent qualification (e.g. DSBL) or evidence of equivalent knowledge & experience in a relevant discipline.  | **A, D** |
| Minimum GCSE (or equivalent) Maths and English at grade A-C. | **A, D** |
| Successful leadership and management experience in a school, or in a relevant field outside education. | **A, I** |
| Supervisory or staff management experience & able to lead/motivate staff. | **A, I** |
| Expert knowledge of Finance, HR, Health and Safety and GDPR policies, processes and implementation in a school environment. | **A, I** |
| Good communication skills, oral and written | **I** |
| Excellent organisational skills | **I** |
| Be aware of, comply and implement school policies and procedures (e.g. safeguarding, equal opportunities, health and safety, data protection, confidentiality, contract standing orders) | **I** |
| Able to plan and develop systems  |  **A, I** |
| Knowledge of finance and school management information systems. | **A, I** |

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| We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children and Vulnerable Adults an enhanced DBS check with Children’s Barred List check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy. |

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| Working Conditions |
| Health & Safety at Work |
| To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role. |
| Potential Hazards & Risks |
| The potential significant hazard(s) and risk(s) for this job are identified below. The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the ‘other’ section. |
| * **Significant use of computers (display screen equipment)**
* **Restricted postural change – prolonged sitting**
* **Work with vulnerable children or vulnerable adults**
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