

School Business Manager

St. David's Church of England Primary School

(Single Academy Trust)

20 hours per week, 42 weeks per year

Grade 8, Scale point 26 to 30 depending on experience

St. David's is a good, warm and welcoming one and a half-form entry primary school serving the Moreton-in-Marsh community in the North Cotswolds.

We have an exciting opportunity for an experienced and talented School Business Manager who is looking for an opportunity to further develop their skill set; and be part of an innovative and forward-thinking Senior Leadership Team. This role would be suited to someone who is strategic, proactive and keen to work as part of a strong team.

You will need to be a leader who:

- Keeps pupil achievement and well-being as their core priority
- Is both strategic and hands-on, with substantial proven success in business management
- Is dynamic and motivational, maintaining and strengthening the standards of our team
- Is committed, creative, commercially minded and astute

The pandemic has been really challenging and has impacted on everything the school does, moving the school forward will be a key part of this role. Do you think you have the talent and dedication to make the difference to our community?

We are looking for candidates who are available to start ASAP, however we are prepared to wait for the right candidate. Visits to the school are strongly encouraged. Visit time can be booked in advance. If you would like to visit the school please email head@st-davids.gloucs.sch.uk.

The application pack is available to download from our school website at www.stdavidsprimaryschool.co.uk

For further information contact Jenny Walker (Head Teacher head@st-davids.gloucs.sch.uk) or Suzanna Berry (Finance Governor sberry@st-davids.gloucs.sch.uk).

Closing date

The closing date for applications is 12 noon on Friday 17th September 2021.

Shortlisted candidates will be expected to make themselves available for interview on Wednesday 22nd

September 2021. CVs will not be accepted. Please send completed application forms to finance@st-davids.gloucs.sch.uk. We regret we are only able to contact short-listed applicants.

St. David's is fully committed to safeguarding and promoting the welfare of children and young people. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.

Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

Job description: School Business Manager

Responsible to: Headteacher

Brief description of the job

The School Business Manager is accountable to the Head as the Chief Financial Officer of the Trust, with responsibility for the day-to-day management of administrative, financial, site/premises and personnel functions of the Trust.

Key purpose of the job

The School Business Manager has a key strategic position within the school to:

- Ensure the provision of effective and efficient administrative and financial systems and procedures within the school, working in a confidential setting as part of the Senior Leadership Team (SLT).
- Give strategic vision and leadership to all aspects of budget, finance and premises.
- Undertake the management of finance, administrative and premises staff.
- Be responsible for and manage the planning, development and monitoring of non-class-based support services management of staff.
- Oversee the regular preparation of the monthly management accounts.
- Manage health and safety, environmental issues, and service contracts.

Responsibilities And Key Tasks

1. Strategic

- Manage a strategic financial plan that will indicate trends and requirements of the school improvement plan and will forecast future year budgets.
- Co-ordinate strategic action planning within the school, supporting the Headteacher and Chair of Governors through attending SLT meetings where necessary and attending and reporting to the Governing Body of the school when required. Draw up action plans from these meetings and work with the Headteacher to ensure that action plans are reviewed and evaluated.
- Negotiate and influence strategic decision making within the school's SLT.
- Develop a detailed Business Continuity Plan.

2. Leadership

- To prepare plans with other members of the SLT and drive their implementation. This could cover a range of contexts and involve obtaining and analysing information to support the decision-making process.
- Support the Headteacher in the management of change and improvement, providing support to staff during times of setback and change.
- Support and demonstrate commitment to the vision and ethos of the school, contributing to the development of the school's values and vision and communicating these clearly and enthusiastically to all staff and other stakeholders.
- As a member of SLT, offer financial and personnel support and advice as required.

- Comply with and assist with the development of policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the Headteacher.
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives.
- Maintain a visible, professional and high profile within the school.

3. Day-to-day management

- Under the direction of the Headteacher, oversee the day-to-day running of the school office, including the effective organisation, allocation and monitoring of work areas.
- Operate, maintain and develop the administrative, personnel and financial procedures and systems of the school, acting as advisor to the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met.
- Be responsible for the development of ICT, from an administrative level, in the school, working with consultants and teaching staff.
- Be responsible for overseeing the day-to-day management of the school site and its buildings, their maintenance, development and efficient use.

4. General

- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications.
- Understand the culture and climate of the school and where appropriate the wider educational environment. To have due regard for the school's aims and values in your relations with children, parents, staff and governors.
- To support school improvement through liaison with outside agencies, including Gloucestershire County Council and other relevant organisations.
- To attend sub-committee meetings (Finance) when required.
- Continuously develop own practice, taking responsibility for identifying and addressing own training and development needs.
- To regularly monitor existing systems, discuss with other staff, and design / implement processes to improve the service and ensure all legal requirements are met.
- Market the school positively and raise its profile with different audiences through social media.
- Have due regard for safeguarding and promoting the welfare of children and young people and follow the school's child protection procedures and safeguarding policy.
- To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature that you witness, hear about or suspect.
- To take reasonable care (as per Health & Safety legislation) for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment, complying with safety rules and procedures and ensuring that nothing you do (or fail to do) puts yourself or others at risk. This includes contributing to a safe and secure environment for pupils.
- To carry out the duties of the post with due regard to the Equal Opportunities policy and the ethos of the school. To be aware of and support diversity and ensure equal opportunities for all.
- Undertake any duties not listed below that are commensurate with the level of responsibility of the post.

5. Financial Resources

- Have overall responsibility for managing the financial aspects of the budget including attending relevant meetings and courses, determining general budget structures and account levels, organising day-to-day financial transactions, profiling accounts, producing information for audit purposes and making presentations to the Finance sub-committee where applicable.
- In consultation with the Headteacher, manage the school's finance, accounts and accounting procedures on a day-to-day basis, attending Finance Committee Meetings and when required Board meetings to report to Governors.
- Provide training and support to those members of staff with delegated budgets.
- Develop and maintain a long-term financial strategy for the school in conjunction with the Headteacher and Governing Body. Regularly reviewing the ICFP metrics and benchmarking the school to ensure best practice.
- Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Ensure an effective link between the school financial plan and school improvement plan.
- To prepare the annual budget for the school in accordance with the ESFA timetable
- To prepare for approval by the Governors the annual estimates of income and expenditure. To obtain agreements of budgets and to monitor accounts against budgets.
- To prepare regular management accounts for budget holders.
- To be responsible for the management of the school accounting function, ensuring it is compliant with internal and external audit procedures.
- To prepare and produce monthly budget monitoring and twelve-monthly detailed budget monitoring reports, reporting immediately any exceptional problems.
- Manage Tax and VAT liability.
- Manage cash balance and cash flow.
- To monitor all accounting procedures and resolve any problems. This includes:
 - the ordering, processing and payment for all goods and services provided to the school
 - the operation of all bank accounts, ensuring that regular bank reconciliations take place
 - the maintenance of an assets register
 - the preparation of invoices and collection of fees and other dues, taking legal action with appropriate advice where necessary to recover bad debts.
- To ensure that resources and facilities required to deliver the admin and premises service are identified, acquired and well maintained.
- To ensure that all expenditure is correctly coded to ensure maximum use of all budgets and grants.
- To prepare the final accounts and liaise with the Auditors.
- To prepare all financial returns for the DfE and other central and local governments agencies within statutory deadlines.
- To be the point of contact with the DfE, ESFA and other agencies regarding grant applications, gifts and other donations.
- To operate within the principles of best value and value for money.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurance for the school, implementing the approved insurance and handling any claims that might arise.

- To be responsible for the provision of specialist advice and guidance to the SLT and Governors on national and local guidelines/policy statute etc.
- Interpret matters of policy/procedures/statute to ensure the school's compliance and initiate appropriate action arising.
- To develop work specifications and manage service contracts (cleaning, grounds maintenance, IT, catering).
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To support project development through assisting in fundraising and drafting bids.
- To maximise income generation within the ethos of the school.
- Be responsible for the management of facilities including the use of premises and associated income, and major building works and projects e.g. new developments.
- To oversee the income received by the school ensuring that items such as dinner money, school journey, school trips, enrichment clubs and Wraparound Care are paid as necessary.
- To be responsible for the receipt and recording of all monies received relating to residential trips, ensuring all pupils have paid as required and overseeing the chasing up of bad debts where necessary.
- To be accountable for the effective and efficient management of all aspects of the school's financial systems and controls in line with the finance system ensuring all duties are performed and financial controls are executed without unnecessary duplication of duties.
- To keep up to date with legislative and other developments in respect of local government and education finance and policy.
- To be a keyholder for the school safe.
- To be a keyholder for the school.

6. Personnel

- To be responsible for personnel matters relating to all staff, maintaining efficient systems for managing personnel information and processes which enables the Leadership team to meet statutory, management and analytical requirements.
- To oversee the confidential and accurate staff records and information, including matters relating to recruitment, training, salaries, sickness, leave, holidays and other absences.
- To co-ordinate and assist with the recruitment process, including the placing of advertisements and overseeing the dispatch of recruitment packs.
- For the clearance of new staff – ensure contracts of employment and medical certificates are in place and oversee Disclosure and Barring Service, and to issue offer letters.
- To give advice to the Headteacher and Governors on pay, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To update any relevant policies on an annual basis. To oversee the maintenance of confidential staff records.
- To be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies, including negotiating with trade unions and employee forums.
- To manage non-class-based school support staff, taking responsibility for the creation and implementation of recruitment, induction, appraisal, training and mentoring systems.
- To represent non-class-based support staff at relevant meetings where necessary.
- To co-ordinate the implementation of the absence management policy, maintaining a free flow of information, monitoring to ensure that return to work interview and attendance review meetings are carried out reliably.
- To advise the Governors on the need to comply with legislation concerning employment protection, equal pay, sex discrimination etc.

- To line manage the finance, admin and premises staff. Through the appraisal process source CPD and training opportunities.
- To co-ordinate and assist in the recruitment of all non-class-based support staff.
- To advise the Governing Body on salary assessments, expenses, sickness and maternity procedures.
- To promote a culture of reflective practice within the organisation, developing the knowledge and skills of staff through assessment feedback, coaching and training.
- To promote effective working relationships across the establishment, working collaboratively with all staff, giving and receiving constructive feedback aimed at developing both the quality of relationships and team performance.
- Oversee the Occupational Health referrals and subsequent process following the policies.
- Oversee compliance with legislation for LGPS and Teachers Pension Scheme.
- Oversee the administration of the payroll system including the administration of overtime claims, expenses and contracts.

7. Premises

- To oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property; also, for the installations and plant for lighting, heating, energy conservation, ventilation etc.
- To work with professionals to draw up outline requirements for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school architect.
- To oversee the premises staff responsible for the installation and maintenance of equipment for protection against escape from fire. To monitor and ensure records have been kept of regular fire practices and alarm tests. To oversee the ensuring of emergency procedures are current and timely and have been carried out.
- To oversee the security of the school site.
- To ensure the continuing availability of utilities, site services and equipment.
- To oversee the quality of work by contractors and ensure contractors follow instructions and requests.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- To manage the school's Lettings Policy, taking responsibility for the letting of the school premises to outside organisations, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- Develop a disaster recovery strategy to include a detailed plan.
- Develop and manage an effect asset management plan to optimise learning outcomes across the school.
- Implement risk management and loss prevention strategies in the school to reduce insurance costs.

8. Administration

- To be an outstanding administrator to establish credibility and act as a role model and leader.
- To ensure efficient systems are in place to provide the most efficient and effective administrative systems possible with the resources available, including information relating to the referral, administration, progress and transfer of pupils.
- To develop and monitor management information systems.
- To be responsible for the design and effective operation of administrative procedures.
- To be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies, e.g. the DfE.

- To oversee the school's admissions procedures.
- To oversee the Census returns.
- To ensure that communication with people external to the school is carried out effectively and in a professional manner, including the monitoring and development of a high-quality reception service and the promotion of positive relationships with visitors and callers, to leave them with the best possible image of the organisation.
- To work in partnership with other schools.
- To oversee the production and maintenance of the school website.
- To prepare draft reports, which may be of a complex or highly confidential nature, for the Headteacher, and to ensure that all reports, correspondence and routine information processed by the Admin office are produced to a high standard within agreed timescales.
- To monitor the maintenance of pupil records including, when appropriate, the assessment process.
- To act as correspondent for the local authority and to be responsible for the records and returns required.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To be responsible for the systems and general management of the school's administrative and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration accounting and records systems, including desk top publishing.
- To act as Manager for the computer network.
- To implement and maintain quality control procedures across the establishment, including ensuring that detailed checks are set up in line with the standards set by external inspecting bodies. To establish systems for the regular review of quality issues and drive corrective action where non-compliance is identified.
- To liaise with appropriate agencies to ensure maintenance and development work to equipment and software as required, to secure reliable performance from information systems.
- To organise and deliver school-based training to staff in the use of the school's information systems.
- To determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- To ensure that administrative practices conform to the requirements of the Data Protection Act 2018.
- To be responsible with the Headteacher for health and safety across the school, ensuring staff have had the required training, health and safety risks are acted upon and the statutory and legal requirements are met.
- To organise and support meetings and events, involving ensuring that necessary arrangements are made for catering, room preparation, provision of equipment and materials and communication with delegates. To provide agendas and accurate minutes within required time frames, as necessary.
- To be familiar with school policies and procedures and manage the timetable for reviewing policies, updating policies where relevant or ensuring that they are updated by the relevant member of staff.
- To handle all other matters of an administrative nature which may arise including dealing with irate or difficult visitors to the school.

9. Marketing

- Ensure an effective marketing and communications strategy for the whole school.
- Maximise income generation within the ethos of the school and ensure value for money principles are adopted, for example, in extended schools' activities.
- Secure funds to which the school is entitled; act as point of contact about grant applications, gifts and other donations.
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects.
- Promote the school to different audiences and raise the profile within the local community.

Person specification – School Business Manager

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Certificate of School Business Management from the National College of School Leadership (NCSL). Or other financial management experience in an educational setting • GCSE English and Maths or equivalent. • Willingness to participate in training programmes and appraisal systems. 	<ul style="list-style-type: none"> • Relevant accounting or finance qualification. • IOSH or NEBOSH qualification
Experience	<ul style="list-style-type: none"> • Proven finance and personnel management knowledge and experience. • Experience of finance & administration in a similar public sector environment. • Experience of monitoring a budget and analysing financial reports. • Proven experience and effectiveness of Human Resource Management. • Proven managerial experience in: <ol style="list-style-type: none"> a. a strategic and policy role b. a service delivery role c. leading, motivating and developing professional and administrative staff. • Experience of managing staff. • Experience of using computerised systems for budget management and the financial regulations applicable to schools. • Experience of using information systems including computerised systems in an administrative environment. • Experience of ParentPay, or equivalent school-based software. • Experience of providing high-level administrative support. • Proven experience and effectiveness of Premises and Estate Management. • Experience of successful income generation. • Leadership of a team. • Successful and recent efforts to develop own professional skills. • Solid administrative and managerial expertise. 	<ul style="list-style-type: none"> • Experience of school/college finance systems. • Experience of working in a Single Academy Trust.

Attribute	Essential	Desirable
Knowledge & understanding	<ul style="list-style-type: none"> • A sound knowledge of financial management and accounting procedures. • Knowledge of human resources management. • Outstanding use of ICT. • Awareness of the importance of confidentiality. • Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding. • Good understanding of equal opportunities as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantages and inner-city deprivation and the ability to develop responses to the needs arising. 	<ul style="list-style-type: none"> • Up-to-date knowledge of Local Government finance. • Familiarity with pay and conditions of teachers and Local Government staff. • An understanding of the functions and duties of a locally managed school and its relationship to the ESFA • Awareness of how the application of the principles of Benchmarking within a publicly accountable organisation need to be applied. • Knowledge of the application of Health and Safety in a school setting, including good practice relevant to the maintenance and upkeep of a public building and the carrying out of risk assessments.

Attribute	Essential	Desirable
Skills & ability	<ul style="list-style-type: none"> • Ability to set and work to agreed targets. • Ability to communicate effectively with persons at all levels. • Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff. • Ability to organise one's own tasks with minimum supervision. • The ability to organise, develop and manage a variety of administrative systems. • Excellent oral and written skills, from presentation to policy writing. • Ability to think and act strategically. • Ability to manage and support staff and their professional development. • Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies. • IT literate with a wider knowledge than simple computer operation. • Excellent organisational skills involving use of experience and knowledge, common sense and initiative. • Problem solving and decision taking. • Excellent interpersonal skills. • Ability to undertake a wide range of finance, personnel, premises and administrative tasks. • Ability to assimilate and interpret complex financial data and present in written reports. • Ability to work successfully as a team member establishing effective working relationships and flexible working practices. • Ability to work under pressure in a constantly changing and demanding environment. • Proven literacy, numeracy and communications skills including being able to respond appropriately to staff, governors, pupils, and outside agencies. • Physical ability to perform the duties of the post with the support of aids or adaptations as required. 	<ul style="list-style-type: none"> • Ability to construct and write bids for financial funding for whole school projects.

Attribute	Essential	Desirable
Attitudes	<ul style="list-style-type: none"> • Ability to work harmoniously with teachers and support staff, and ability to prioritise a varied and sometimes unpredictable workload. • Must enjoy working in a child-orientated environment. • Work effectively in a team. • Manage adults effectively and with openness and sensitively. • Confront difficult issues promptly and energetically, but with the capacity to listen and negotiate. • Work in constructive partnership with others, if necessary subordinating own views in pursuit of common goals. • A commitment to Equal Opportunities. 	

Notes:

Your supporting statement must be no more than three sides of A4. Visits to the school are highly encouraged. References are going to be taken up after shortlisting and the school will seek clarification, if needed, from the referees.