



Job Description

School Business Manager



Reporting to

Headteacher or other designated line manger



Grade

Grade 8 SCP 24 – 27 (FTE £34,314 - £37,035)

Actual (£29,877- £32,246)

+ Job purpose/summary

The post holder will be responsible for the business functions of the school such as HR, Finance and Health and Safety. The post holder will work closely with the Headteacher, other members of the SLT and Trust central team to ensure the business functions of the school run effectively and efficiently.

The post holder will organise and supervise administrative systems within the school and where applicable, have management responsibility for support staff.

! Please note: There are three school business manager roles available within the Trust at the school locations cited within the Job Advert which should be applied to separately via the website. We only accept applications submitted via our website. Please follow the below link to the BKCAT careers page.

+ Key responsibilities

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line management responsibilities where appropriate
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff

Administration

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required

- Produce, and respond to, complex correspondence
- Provide organisational and complex support, advice and guidance to the Academy Council and other staff
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. school workforce census

Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding within Trust guidelines
- Manage service contracts, school licenses and insurance within Trust guidelines
- Take a lead role in marketing and promoting the school

Finance

- Manage all school-based financial administration procedures including day-to-day transactions, routine monthly processes and annual audit preparation
- Ensure all finance transactions are processed accurately and on a timely basis in line with Trust procedures
- Ensure accurate and orderly financial records are maintained as directed by the Central Finance Team
- Regularly review the school's financial data and reports, identifying, investigating and reporting on any anomalies
- Prepare and authorise payment runs, complying with relevant checks and authorisations in line with Trust procedures
- Direct the work of the school's administrator in support of routine data entry tasks such as inputting orders and invoices
- Take a lead role in planning, monitoring and evaluation of the school's budget, ensuring Trust procedures for varying and reporting on the budget are complied with
- Maintain an up-to-date working budget on the Trust's budget software, ensuring all changes to the budget are reflected in a timely way
- Be responsible for the management of expenditure within an agreed budget
- Manage the administration of payroll including new appointments, variations and overtime claims within school, producing and updating staffing information to ensure staff are paid correctly and checking payroll reports
- Have oversight of the school's contracts and leases, ensuring these are correctly authorised and records maintained in line with Trust procedures
- Undertake tasks as directed by the Central Finance team in preparation for internal and external audits
- Play a key role in the development of robust financial systems and processes, including their on-going review and improvement, be responsible for their implementation at school level
- Ensure the effective implementation and operation of financial controls within the school, including ensuring that the Trust's financial procedures are followed and value for money achieved
- Report to Academy Council/Finance Committee meetings as directed by the Headteacher to provide information to governors on the school's finances

Human Resources

- Take a lead role in all aspects of recruitment including initial authorisation, advertising, arranging shortlisting meetings and interviews in line with Trust Safer Recruitment Policy and Procedures.

- Manage associated employment procedures including pre-employment checks such as requesting and scrutinising references, online checks and DBS and right to work checks in line with Trust procedures.
- Process new appointments and changes to existing terms and conditions following authorisation including issuing conditional offer letters, employment contracts and variation letters effectively and professionally, in line with the Trust's policies and procedures
- Be responsible for updating and maintaining the Single Central Record
- Ensure up to date personnel files are accurately maintained electronically and in a hard copy file
- Undertake the induction process for all staff in school
- Issue appropriate correspondence such as annual pay statements and performance management outcomes in a timely manner
- Undertake appraisal/training/mentoring for managed staff
- Support the Headteacher in monitoring and managing sickness absence in line with the Trust Sickness Absence Policy and Procedure, including conducting Return to Work Meetings for support staff where required
- Support the Headteacher in communicating Trust HR policies to staff, ensuring compliance and providing feedback and support and central HR team
- Provide detailed analysis of staff data and produce management information and reports as required
- Act as the primary contact for HR related issues in school, referring to the designated HR Manager where required
- Support the Headteacher to manage staff training in school.
- Ensure all staff are onboarded onto/removed from all systems accurately and in a timely manner
- Ensure all annual leave and staff absence, are monitored and recorded accurately and in a timely manner
- Process requests for family friendly leave and pay (e.g. maternity) with the payroll provider and issue the appropriate correspondence in line with Trust policy and procedures
- Process claims on the insurance portal for staff absence in a timely manner and arrange cover where required

Health and Safety/Estates

- Manage facilities including premises, lettings and associated income, building and projects etc.
- Ensure contractors are provided with information in order to operate in a safe way
- Ensure that the school is operating first aid and accident reporting appropriately and in line with Health and Safety procedures
- Work with school site staff to manage Facilities Management contracts ensuring compliance at all times
- Be responsible for health and safety compliance across the school
- Ensure health and safety is well managed across the school
- Ensure the Health and Safety Policy is in place and adhered too

+ Additional requirements

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals

- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support
- Other duties commensurate with the grade of the post as directed by the Headteacher

The duties indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

+ Common duties and responsibilities

Appraisal

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

Equality and diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.

Expectations of all employees

- Full compliance with policies and procedures, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the Trust and member academies.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

+ Responsibilities for resources

Employee (supervision)

- Management of support staff (as appropriate)

Financial

- Financial processes to be undertaken in line with Trust policy and procedures.
- Management of budget in conjunction with the central finance team.

Physical

- Effective use of equipment and resources, any defects to be reported to premises staff.
- Management of school facilities.

Customers and Clients

- Deal with more complex reception/visitor matters which may involve some exposure to casual verbal abuse.
- Implementing regulations and providing advice and guidance on established internal and central policies and procedures which may involve some interpretation to meet specific circumstances within school.

Working conditions

- Office based with the use of display screen equipment.
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+ Characteristics of the post

- Employees are encouraged to participate in training activities in order to enhance their own personal development.
- The ability to regularly attend meetings as required by the Headteacher/Line Manager.
- All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.
- The Trust has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

+ Employment checks required

- Evidence of entitlement to work in the U.K.
 - Evidence of essential qualifications
 - Two satisfactory references
 - Confirmation of medical fitness for employment
 - Registration with appropriate bodies (where applicable)
 - Online search
 - Enhanced DBS check with barred list check
 - Section 128 check
 - Overseas check (where required)
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+ Person Specification

Values and behaviours			
Description	Essential	Desirable	Evidenced
Commitment to the Catholic Mission and ethos of the BKCAT	X		AF/I
Commitment to safeguarding, promoting the welfare of young people and equality	X		AF/I
Vision and values aligned with the schools high aspirations and expectations	X		AF/I

Qualifications			
Description	Essential	Desirable	Evidenced
GSCE in English and Maths (C or 4 and above)	X		AF/CQ
A relevant professional management qualification (e.g. DSBM) OR experience of working as an SBM	X		AF/CQ
Professional certification (e.g. AAT, CIPD etc.)		X	AF/CQ
IOSH Managing Safely		X	AF/CQ

Experience and Knowledge

Description	Essential	Desirable	Evidenced
Experience of working in schools or an educational setting	X		AF/I/R
Experience in a management position, able to lead and manage people to work towards common goals	X		AF/I/R
Experience of leading areas such as finance, HR, health and safety	X		AF/I
Experience of using management information systems and various IT packages	X		AF/I
Experience in preparing, analysing and using data efficiently and effectively to support all aspects of school management and development	X		AF/I
Up to date knowledge and understanding of the current national education agenda and its potential impact on finance, Estates, Health and Safety and HR in the context of our schools	X		AF/I

Knowledge of current safeguarding child protection procedures and how this impacts on specific areas of the role e.g. safer recruitment and estate management	X		AF/I
Experience of project management		X	AF/I
Experience of conducting the appraisal process		X	AF/I

Suitability to work with children and young people

Description	Essential	Desirable	Evidenced
Satisfactory DBS disclosure and pre-employment checks	X		DBS
Ability to work in a way that promotes the safety and well being of children and young people	X		AF/I/R

Skills and Capabilities

Highly organised, conscientious and efficient

Ability to work independently and collaboratively

Confident with excellent inter personal skills, able to build effective relationships

Excellent time management skills with the ability to prioritise to ensure that deadlines are met, whilst working under pressure

Ability to maintain strict confidentiality of information received and processed as part of the job role

Ability to communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)

Ability to investigate, resolve issues and make decisions

Can inspire, challenge and motivate others to improve performance

The Bishop Konstant Catholic Academy Trust treats all employees and applicants equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.

BKCAT is committed to safeguarding and promoting the welfare of children and all appointments are made in accordance with our Safer Recruitment policy and Keeping Children Safe in Education.

BKCAT is committed to promoting equality of opportunity for people with disabilities.