



INFORMATION PACK

SCHOOL BUSINESS MANAGER

Scale M Actual:
£49,126 – £54,194

School Business Manager

Our Business Manager plays a vital role in the strategic life of The Latimer Arts College.

The successful applicant will be passionate about improving the educational environment for our students and staff; they will bring business acumen, creative flare and imagination to the position; and they will provide calm and authoritative leadership. They must have a strong financial background.

As an associate member of the Senior Leadership Team (SLT), along with the governing body, the post-holder will contribute to the strategic direction of the school, with energy, commitment and enthusiasm. They will complement the considerable talents of the current staff by bringing a business-based perspective and creativity.

At The Latimer Arts College, all of our staff are determined to make the school the best that it can be for each and every one of our students. Behind this is a substantial “business”:

- We have an annual budget of approximately £7 million
- Our buildings and other assets are worth around £47 million
- We have a team of approximately 136 staff

The Business Manager is ably supported by a highly professional body of staff who deliver excellent support services to the school. The Business Manager line manages and works closely with the following role holders:

- Estates Manager
- IT Services Manager
- Finance and Personnel Team

The Business Manager is also the primary contact for suppliers and business partners who collectively turnover around £292,000 pa of business in the areas of:

- HR and Payroll
- Cleaning
- Catering
- Lettings

Whilst this role is line managed by the Principal you will also work closely with the Chair of the Finance, Personnel and Premises Governing Group.

This is an exciting time to be joining Latimer and this role provides an enviable opportunity for the post-holder to explore and find imaginative ways to make the funding go further, improve systems and procedures and ensure the assets of the school are utilised to the full. In addition, the successful candidate can expect to contribute to the management of significant capital improvements to our buildings and facilities in the next few years.

Job Description — Business Manager

Role:	Business Manager
Line Manager:	Principal
Direct Reports:	Estates Manager Finance and Personnel Team IT Services Manager
Scale:	NJC Grade M, Point 42 – 47

General Responsibilities

- To secure outstanding provision within the areas of Finance, Personnel, Premises and IT.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;

Financial Management

- To prepare, plan, monitor and evaluate the annual budget to ensure that it is effectively deployed to serve the School Improvement Plan;
- To maintain a rolling three-year financial forecast using available information and realistic assumptions;
- To monitor performance against budget, identifying threats to achieving the budget and initiating corrective action where necessary;
- To work with individual budget holders to ensure budgets are planned and adhered to, challenging and supporting where necessary;
- To report termly to governors and to the Senior Leadership Team on financial performance against budget and changes to the longer term financial forecast;
- To line manage the Finance Team and ensure that all of the school's finance systems are robust, comply with legal standards and that financial accounts are reported to NNC Finance accurately and on time, including the annual Schools' Financial Values Standard (SFVS) return;
- To liaise with and lead on ensuring that external contracts provide a high quality service and good value for money;
- To seek examples of best practice and constantly improve systems and processes for the benefit of teaching and learning across the school;
- To lead on ensuring that the school has stable finances by actively seeking opportunities to improve the school's financial position, including through strategic partnerships and income generation.

Job Description continued

Personnel Management

- To lead in ensuring that effective and highly professional processes in human resource activity, in line with employment legislation and policies and procedures, are carried out;
- To oversee the maintenance of the school's single central record ensuring necessary compliance;
- To advise the Principal, Governors and staff on HR matters and to manage the relationship with the external HR Advisors;
- To authorise payroll and oversee the administration and control of payroll;
- To ensure that the school promotes equality of opportunity and tackles discrimination.

Estates and Facilities Management

- To line manage the Estates Manager to ensure that the school's Health and Safety policy is implemented so that the learning environment is safe and well-maintained;
- To lead on ensuring that the school's incident management and business resumption plans are suitably maintained so that the school is prepared to deal with any incidents that may arise;
- To lead in ensuring that the site is managed and improved by devising and monitoring the premises improvement strategy and leading on specific improvement projects as appropriate;
- To line manage the IT Services Manager to ensure that the school's use of technology and its IT infrastructure are highly efficient and effective in supporting the learning process;
- To ensure that all appropriate public liability and employer insurance policies are in place, in liaison with the Estates Manager, and that relevant user licences are in place, in liaison with the IT Services Manager;
- To manage any joint ventures for the use of Latimer facilities;
- To lead the Estates and IT managers in delivering large and small school improvement projects.

Additional Responsibilities

- To act as Data Protection Officer (DPO) and ensure that the school complies with the GDPR legislation;
- To contribute to devising, reviewing and evaluating the School Self Evaluation Framework document and Improvement Plan;
- To prepare papers for and attend all Governors' Finance, Personnel and Premises Governing Group sub-committee meetings and certain meetings of the Full Governing Body throughout the year;
- To maintain the school's record of policies and procedures and to own the policies and procedures relevant to the job holder's areas of responsibility;
- To undertake any additional duties as required by the Principal.

Person Specification—Business Manager

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
First Degree (or equivalent), and/or a recognised professional qualification as a business manager or in accounting, banking or business management	X		Application form/Verified at interview
CSBM or DSBM		X	Application form/Verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference/Interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Prior experience of working within the education sector—ideally in a secondary school environment	X		Application form/Reference
Prior experience in, and understanding of, financial processes and procedures	X		Application form/Interview
Experience in managing a multi-million pound budget	X		Application form/Interview
Prior experience of working with the SIMS Financial Management System (FMS) or similar financial management applications	X		Application form/Interview
Proven experience in developing and implementing business plans for a number of teams	X		Application form/Interview
Full understanding of equal opportunities and Health and Safety legal requirements	X		Application form/Interview
Proven experience in and understanding of human resource activity	X		Application form/Interview
Strong knowledge of the General Data Protection Regulation (UK GDPR)	X		Application form/Interview
Proven experience of leading and managing a number of teams performing a range of activities at senior level	X		Application form/Reference/Interview
Experience of bid writing and managing projects		X	Application form
Skills	Essential	Desirable	Method of Assessment
Ability to naturally and effectively communicate with a range of audiences and show skills in negotiating, influencing and problem solving	X		Application form/Interview
Ability to lead and manage change which has a positive impact on improving an organisation	X		Application form/Interview
Creative thinker and problem solver	X		Application form/Interview
A highly competent user of ICT	X		Application form/Interview
Ability to monitor and interrogate data	X		Application form/Interview
Excellent organisation, prioritisation and time management skills	X		Application form/Reference/Interview
Personal Qualities	Essential	Desirable	Method of Assessment
Authoritative, consistent and fair: a commanding presence	X		Application form/Interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Reference/Interview

Person Specification—continued

SELECTION CRITERIA (no priority order)			
Personal Qualities (continued)	Essential	Desirable	Method of Assessment
Ability to work as part of a team	X		Application form/Interview
Ability to make sound decisions consistently, even under pressure	X		Application form/Interview
Evidence of resilience when working effectively under pressure	X		Application form/Interview
Positive “can do” attitude	X		Application form/Interview
Good sense of humour	X		Application form/Interview
Additional Requirements	Essential	Desirable	Method of Assessment
Willingness to contribute to the wider aspects of school life	X		Interview
Evidence of commitment to professional development	X		Application form/Interview