

Job Description

School Business Manager



The School Business Manager is a key senior leadership team member reporting to the headteacher, responsible for strategic management of finance, HR, premises, health & safety, ICT, data protection and support staff functions. This role ensures the efficient use of resources to support high-quality education within budget constraints.

The post holder will act as line manager for the Finance Team, Site Team, ICT Team, Admin Team and the Schools Animal Care Centre staff (these teams currently total 20+ staff).

In addition, as an integral member of the senior leadership team, the Business Manager will contribute to effective strategic and operational work of the wider team; uphold the school values, safeguarding procedures, support the Christian ethos, represent the school well to external partnerships and have the school at the heart of decisions.

Key Responsibilities:

- Provide professional leadership and management of all support staff, enhancing school effectiveness.
- Under the guidance of the headteacher and governors, lead financial planning, budgeting, procurement and income generation to ensure financial viability.
- Provide support and guidance for HR functions and recruitment decisions, alongside the headteacher and HR lead.
- Manage premises, site security, maintenance, health & safety policies and compliance.
- Line Manage ICT to ensure that strategy, security and infrastructure are aligned with school development plans.
- Serve as Data Protection Officer, ensuring GDPR compliance.
- Contribute to school development planning, policy writing and community engagement.
- Manage the school's Animal Care Centre and liaise with external bodies.
- Represent the school in senior leadership meetings, governors' committees and recruitment panels.
- Deliver training on health & safety, GDPR and other key areas.

Further Detail - The Business Manager will:

Finance

- Source business opportunities and generate income for the school to secure future developments, maximising income through lettings, external funding applications, sponsorship and other activities.
- Work alongside the headteacher and governors to monitor the long-term financial strategy and policy of the school, paying particular attention to long term financial viability.
- Have oversight of all financial matters within the school, from day-today transactions to large scale contracts, tenders, procurement and long-term financial planning.
- Consult with the headteacher and governors to prepare a realistic and balanced budget (£multimillion) for school activity, monitor benchmarks and control performance to achieve value for money.
- Identify and inform the headteacher and governors of the causes of significant variance and takes prompt corrective action, proposing revisions to the budget if necessary.
- Manage financial controls, as set by LA and governors and has the specialist knowledge and understanding of all finance systems in the school and LA in order to ensure all financial transactions are undertaken, recorded and reported accurately.
- Line manage the finance manager and finance officer to ensure that all accounts are accurate and transparent.
- Ensure compliance with legislation, regulations and guidelines.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Commission and procure services on behalf of the school as required; prepare capital bids for the headteacher which are as accurate as reasonably possible, monitoring and controlling all capital expenditure on buildings, grounds, placing of contracts, appointing and the monitoring of contractors.
- Present timely and fully costed proposals, recommendations or bids to the headteacher and governors.
- Put formal finance agreements in place with suitable providers for agreed amounts; monitors the effectiveness and implementation of agreements, contracts and SLAs.

Administration Management

- Lead the whole school administrative functions, line managing the Office Manager & HR Lead.
- Ensure administrative systems deliver outcomes based on the school's aims and goals, ensuring best value.

Human Resources

- Be responsible for all general personnel matters relating to support staff, working under the guidance of the headteacher.
- Offer support and guidance to the recruitment of support staff, leading their induction and professional development.
- Act as the school's Support Staff champion, managing and developing the work of the Strategic Support Staff Group (3SG), acting as a "bridge" to facilitate closer working relationships between teaching and support staff (currently totally 40+ staff).
- Support the headteacher and governors in ensuring that all recruitment, appraisal, staff development, grievance, disciplinary, redundancy, pay policies and procedures comply with legal and regulatory requirements; ensuring that all staff are treated equally, with regards to terms and conditions of employment.
- Evaluate the school's strategic objectives, obtain information for workforce planning and work alongside the headteacher to ensure appropriate staffing structures are in place that meet the needs of the school.
- Ensure induction and performance management processes are followed for all support staff.

Premises

- Line manage the work of the Site Manager and Site Team, ensuring that all work is planned and relates to the School Development Plan.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided and a safe place for students and employees.
- Ensure that all school related systems and all external premises and partner SLAs are fully compliant.
- Coordinate and monitor the maintenance of the grounds, boundaries, paths and public rights of way .
- Ensure all premises developments and projects are lead and managed effectively, ensuring they are compliant and meet the needs of the school.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements; coordinates development of the school facilities for out-of-school use.
- Ensure that site works are lead and managed effectively, with delegated authority in the headteacher's absence.
- Create and coordinate the Disaster Recovery Plan.
- Implement risk management and loss prevention strategies to reduce insurance costs.
- Monitor, assess and review outsourced and auxiliary services.
- Ensure the assets register is up to date at all times.
- Line manage and oversee the Site Team to ensure contingency plans are in place, so that the school will continue to operate effectively in the case of premises failure.

Health and Safety

- Lead and manage all aspects of the school's Health & Safety policies and processes, including implementation, regular review, training and ensure full compliance, with delegated authority in the headteacher's absence.
- Act as the named school's Health & Safety Co-ordinator and Fire Officer.
- Take responsibility for the creation of the schools Health & Safety Policy and ensure this is clearly communicated and available to all people; lead appropriate training to ensure full compliance.
- 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.

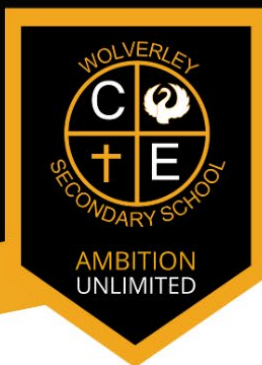
ICT Role

- Line manage the work of the Network Manager and ICT support team, ensuring that all work is planned and relates to the School Development Plan.
- Ensure the ICT security systems are compliant, provide value for money, run effectively and efficiently and meet the needs of staff and students.
- Ensure a strong contingency plan to act on if ICT systems fail.

Wider responsibilities

- Lead and manage the school's Animal Care Centre, line managing the Centre Manager, technicians and all casual staff; ensuring financial stability and animal welfare.
- Develop school policies which ensure the school's needs are met whilst upholding the legal requirements of all aspects of legislation.
- Undertake other duties which may arise from time to time. These are to be agreed with the headteacher.

Person Specification



| QUALIFICATIONS | Essential | Desirable |
|---|-----------|-----------|
| Relevant formal graduate qualification (or equivalent) in a relevant discipline e.g. in accountancy or management or equivalent professional experience at an appropriate level (ISBL Professional Standards) | ✓ | |
| Good standard of education (grade C/4 or above in English and Maths) | ✓ | |
| School Business Management/finance qualification | ✓ | |
| EXPERIENCE | | |
| Successful experience in managing change | ✓ | |
| Experience of working as part of a team | ✓ | |
| Experience of building capacity and managing change across a range of professional functions and support teams | ✓ | |
| Experience of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of disparate bodies | ✓ | |
| Experience of building effective, productive and relevant working relationships, both internally and externally, with a diverse range of stakeholders | ✓ | |
| Experience of working in an education setting | | ✓ |
| Experience of developing shared services | | ✓ |
| Experience of working with senior leaders within a local authority, government department, agency or similar high-profile organisation with comparable scope, responsibilities, budget and resources | | ✓ |
| Experience of Human Resource Management | | ✓ |
| Experience of MIS and finance systems | ✓ | |
| Experience in premises' management, risk assessments and emergency planning | ✓ | |
| Experience of ICT management, data protection and GDPR | | ✓ |
| Experience of administrative functions and efficient deployment of teams | ✓ | |
| Experience of public sector procurement including tenders and contracts | | ✓ |
| KNOWLEDGE AND SKILLS | | |
| Operational and strategic management skills | ✓ | |
| Understanding of Health & Safety processes relevant to the post | | ✓ |
| Skills in management and participation in the formulation of policies and strategies within a large multi-discipline organisation | ✓ | |
| Understanding of risk registers and risk management | | ✓ |
| Effective use of IT | ✓ | |
| Skill in supporting strategic leaders to prepare a budget plan taking into account value for money, organisational priorities and factors affecting funding/income | ✓ | |
| Proven skill in presenting complex financial data and successful in communicating effectively to a variety of audiences | ✓ | |
| Identify own professional development needs and ensure they are met | ✓ | |
| Involvement in leading and supporting a project | ✓ | |
| Successful in communicating effectively to a variety of audiences | | ✓ |
| Understanding the importance of confidentiality and an appreciation of the implications of the GDPR and Data Protection Act | ✓ | |