

Job Description and Person Specification

Job details

Job title: School Business Manager

Directorate: Oldhill Community School

Reporting to: Headteacher

Direct/indirect reports:

Budget responsibility:

Grade: PO8

Leadership level: Senior Leadership Team

DBS requirement: Enhanced

Job description

Purpose of the post:

- To provide professional leadership and management to the support services of the school. To enhance effectiveness, success and improved efficiency, thereby ensuring a higher standard of learning and resulting in improved standards of achievement.
- To promote the highest standards of business in the ethos of the administrative function of the school and ensure the most effective use of resources in support of the school's learning objectives.

Main duties and responsibilities:

- Function as a member of the Senior Leadership Team, (SLT).
- Attend full meetings of the Governing Body and to service the Governors' Resource Committee.
- Be responsible to the Headteacher for day to day organisation and for co-ordination of all activities on the campus, day and evening, term time and holiday time.
- Manage and direct the work of all administrative and buildings staff in the provision of the organisational and resources framework within which the teaching and learning of the school takes place.
- Be responsible to the Headteacher for the financial administration of all school monies, for the drawing up of budgets and for the monitoring of spending. Act as senior staff representative on the Governors' finance sub-committee helping the Chair to draw up agendas.
- Advise the Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business

plan (long term financial strategy) for the future development of the school.

- Prepare regular management accounts for budget holders and to report on the financial state of the school to the governors.
 - Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT.
 - Prepare the final accounts and liaise with the auditors. Provide detailed management accounts for the governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
 - Prepare, or oversee the preparation of all financial returns for the DFE, LEA, and other central and local government agencies within statutory deadlines.
 - Be responsible for dealing with the school's rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to current and any future tax legislation.
 - Give advice to governors on personnel related issues like assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
 - Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.
 - Be responsible to the Headteacher for the provision and management of reception, secretarial, financial, reprographic and catering services, ensuring that all who contact the school are given a friendly and helpful service, and that all materials produced by the school are to the highest standards possible.
 - Assist the Chair of governors in the organisation of the work of the governing body. To facilitate contacts between staff and Governors and a flow of information to the Governing Body so that all governors can keep in close contact with the school and have a good knowledge of it's development and progress.
 - Provide leadership and guidance for support staff, including direct line management where appropriate.
 - Be responsible for the recruitment, professional development, appraisal and training of support staff where appropriate. Plan for, arrange and report on staff development aspects.
 - Be responsible for 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, domestic hot water, cooking, ventilation, energy and conservation.
 - In co-operation with the fire service, to be responsible for the installation and maintenance of equipment for protection against and escape from fire. Initiate and keep records of regular fire practices and alarm tests. Ensure emergency procedures are current and timely.
 - Contribute to the development of the school's premises and resources, ensuring that levels of cleanliness, presentation and maintenance are high and continue to be raised.
 - Be responsible for health and safety and all emergency procedures and arrangements.
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- Manage the contract for the school's grounds services and establish and maintain an in-house cleaning service.
 - Organise the work of caretakers and technical staff.
 - Link with appropriate offices at Hackney Education in the management of the structural, mechanical and electrical maintenance of the school and with planning and development and appropriate architects in major development projects.
 - Service all joint use agreements relating to the use of the campus by other organisations. Be responsible for the co-ordination of all lettings.
 - Attend senior staff meetings and contribute thoughtfully to the overall direction of the school.
 - Edit the weekly staff circular communicating with all staff day to day changes to normal routine, and ensure that staff are kept fully informed of key information concerning the organisation and development of the school.
 - Negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services. Purchase, either directly or indirectly, the school's energy supplies.
 - Be responsible for the arrangements for school facilities including catering and transport including the minibus(es) and drivers, bookings. Arrange the provision of facilities for additional tuition out of school hours including music.
 - Be responsible for the letting of the school premises to outside organisations and school staff and for the development of all school facilities for out-of-school use, with particular reference to the local community.
 - Be the school contact regarding risk assessment tools and how to use them to establish hazards within the school and the associated risks involved.
 - Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
 - Be responsible for systems and general management of the school's administrative and financial computer network, the implementation of appropriate management information systems and the full computerisation of the administration accounting and record system. Act as system manager for the administrative computer network.
 - Carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
 - To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements: The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.

- Take part in the school's performance management system.
 - Attend governing body meetings on a regular basis.
 - Enhanced DBS Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
 - It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness
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Job title:	
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Person Specification

Essential **Desirable**

Qualifications	✓	✓
1. A professional qualification in Business Management, Accountancy or Human Resources.	<input type="checkbox"/>	

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Experience	✓	✓
2. Considerable experience of budget monitoring and account reconciliation.	<input type="checkbox"/>	
3. Experience of project management	<input type="checkbox"/>	
4. Experience of producing a variety of financial reports including detailed management accounts.	<input type="checkbox"/>	
5. Experience of undertaking a range of administrative and technical duties.	<input type="checkbox"/>	

Knowledge/Skills	✓	✓
6. A sound knowledge of the financial workings of a school.	<input type="checkbox"/>	
7. A sound knowledge of budget management and accounting techniques	<input type="checkbox"/>	
8. A sound knowledge of a range of computer applications including financial management systems.	<input type="checkbox"/>	
9. Knowledge of facilities and premises management.	<input type="checkbox"/>	
10. Knowledge of employment law.	<input type="checkbox"/>	
11. Ability to work independently demonstrating initiative and proactivity.	<input type="checkbox"/>	
12. Ability to contribute to school business planning.	<input type="checkbox"/>	
13. Ability to act as Systems Manager for the school.	<input type="checkbox"/>	
14. Ability to develop and maintain efficient record keeping systems.	<input type="checkbox"/>	
15. Ability to analyse and interpret complex information and make recommendations.	<input type="checkbox"/>	
16. Ability to problem solve.	<input type="checkbox"/>	
17. Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc.	<input type="checkbox"/>	

18.	Ability to negotiate 'best value' with suppliers.	<input type="checkbox"/>	
19.	Ability to communicate with a range of audiences including colleagues, governors, officers of the County Council and suppliers.	<input type="checkbox"/>	
20.	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	<input type="checkbox"/>	
21.	Ability to show sensitivity and objectivity in dealing with confidential issues.	<input type="checkbox"/>	

Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:		Signature:		Date:	
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