

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Pages 2 and 3 provide further detail on the job purpose, key deliverables and general requirements set out below.

Job details

Job title: School Business Manager

Location: The Garden School

Reporting to: Headteacher

Grade: PO5

Job description

Job purpose

- To take specific responsibility for Financial and Payroll Management, Human Resource functions, Facilities/Contract management, Catering, Health and Safety, Best Value and Project Management.
- To assist with the strategic planning aspects including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available, which includes responsibility for marketing and income generation.
- To be responsible for the coordination of Health and Safety and 'Risk Management in the school and management of any third party service contracts.
- To provide vision and professional leadership for the operation and strategic delivery of support services and resources within the school in order to deliver enhanced effectiveness, improvement and success.
- As a member of the Senior Leadership Team, play a key operational and strategic role in the management of service delivery.
- To work collaboratively with other members of the Senior Leadership Team and Governing Body in School Improvement Planning and delivery; and act as a 'bridge' to facilitate closer working relationships between teaching, education support staff, admin and auxiliary staff.

General requirements

- To actively promote the school's aims, ethos and objectives.
- To establish excellent working relationships with all stake holders, providers and external agencies.
- Planning, management and delivery of efficient and effective business and office services, functions and systems that support excellence in teaching and learning.
- Strategic financial planning, analysis, management and control, linked to the school development plan.
- Ensure Best Value through procurement and contract monitoring and management.
- Management of the school Human Resource functions, particularly, although not exclusively, relating to administration staff, including direct line management responsibility where appropriate.
- Responsibility for asset, ICT, catering, transport and facilities management and planning, including oversight of health and safety and risk management.

- Support for the governance process by reporting and being accountable to Governors.
- Leadership on development and delivery of relevant areas of the School Improvement Plan.
- Lead on specific events and projects as directed by the Headteacher.
- As a member of the senior leadership team assist the Headteacher with policy making, strategic planning, and evaluation, staff appointments and liaison with the Governing Body.
- Keep up to date with national developments relating to support services in schools.

General requirements

- The Governing Body is committed to safeguarding and promoting the welfare of children, young adults and expects all staff and volunteers to share in this commitment.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Other reasonable tasks from time to time as directed by the Headteacher.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

Delivery of Support Functions

Main Duties and Responsibilities.

- To be responsible for the systems and general management of the schools administrative and financial computer network and the implementation of appropriate MIS systems.
- To be responsible for obtaining the necessary licences and permissions and ensuring their relevance timelines.
- Lead on and co-ordinate the provision of efficient and high quality support services through a process of monitoring and review.
- Ensure systems are in line with school priorities and meet legislative, local and national requirements.
- Ensure adequate electronic and paper management information systems are in place, including effective record management and production of reports and returns.

Financial Management

- To be responsible for all matters relating to the administration of the school's finances and to ensure such matters are handled in accordance with the financial regulations. This includes oversight of the bank accounts, VAT accounting, cash handling, public and private funds.
- In consultation with the Headteacher, develop a strategy in the preparation of the annual budget and the 3 year budget plan for approval by the Governing Body.
- To monitor the actual budget against expenditure and give notice to the Head and governors of any significant variations.
- To provide budget details to the SLT (Monthly), and to appropriate governors' meetings throughout the year.
- Monitoring of payments of salaries by payroll, ensuring that the required returns are completed to deadlines e.g. superannuation, taxation and NI.
- To complete monthly bank reconciliation and payroll returns.
- To complete the annual returns required by the following agencies, TPA (Pensions), HM Revenue and Customs (Income Tax, NI and VAT), LA (rates)
- To be responsible for seeking professional advice on insurance and advising the Governing Body and the Headteacher on appropriate insurance for the school. Implementing the approved insurance and handling any claims that arise.

- To be responsible for preparation of bids in respect of grant applications.
- To prepare and submit quarterly financial returns as required by the LA
- To prepare all the documentation necessary for the annual audit and submit final accounts to the Governors
- Monitoring the quality of goods and services, seek out new suppliers and organise tendering processes in accordance with financial regulation to ensure that the school receives value for money
- To maintain an Assets Register and the Register of Business Interests

Best Value

- Ensure school financial standing orders are adhered to and review school systems to ensure value for money and cost effectiveness. Regularly review purchasing and contract arrangements to ensure best value and provide advice on insourcing and outsourcing arrangements.
- Specification and management of service contracts.
- Report to the Headteacher and Governors appropriately on the above.

Marketing/Branding/Charity Fundraising

- To recruit and liaise with community fundraising volunteers and supporters and keep them engaged with The Garden by phone, email, face-to-face and digital media.
- To encourage and support community fundraising volunteers to organise their own fundraising events and initiatives.
- To research and engage local community organisations and groups, schools and universities, businesses, clubs and associations, and other sources of support with the aim of building charity partnerships and optimising income.
- To represent The Garden at significant local events, to ensure networking with local businesses and other potential supporter groups and stakeholders.
- To prepare and send thank you letters and Certificates to community supporters.
- To manage the schools social media platforms, to ensure that the marketing and branding of the school and work with the Marketing & Communications team to promote Challenge Events through all digital and offline channels.
- To build strong internal working relationships with external supporters
- Work on a strategy to grow the Charity Fundraising engagement on social media platforms and external stakeholders and investors
- To oversee the Charity Fundraising budget and provide monthly updates to the Headteacher, Senior Leaders and Governors.
- To be compliant with GDPR regulations and Fundraising Code of Practice.
- To ensure that the charity status of the school is maintained and updated as and when required, and that yearly accounts are submitted on time.

Personnel Management

- To provide leadership and guidance for administration staff, including direct line management responsibility where appropriate – administrative and clerical, (in the absence of the Office Manager) financial, technicians, premises and maintenance, ground staff, cleaners and caterers.
- To be responsible for general personnel matters: in particular to issue contracts of employment.

- To give advice to governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To attend Employment tribunals as necessary.
- To maintain confidential staff records and to ensure that they are held in a secure, confidential manner.
- To be responsible for/ supporting professional development, appraisal and training of all auxiliary staff including satisfactory monitoring and reporting of probationary periods.
- To be responsible for all staff contracts; and, in the absence of the Office Manager to co-ordinate the administration to support staff recruitment
- To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in the school
- To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.

Planning and Management of Services

- Lead on the monitoring, planning, development and management of school assets, ICT infrastructure, catering, transport and facilities management, including drawing up and monitoring of development plans.
 - Lead on capital planning and delivery. To draw up outline specifications for new buildings, in conjunction with Building Management Consultants obtaining tenders, obtaining planning permission, and liaison with building contractors and the school facilities advisor
 - To act as the school's Health and Safety Co-ordinator and Fire Officer, and lead on health and safety within the school, providing advice and support, maintaining records, arranging training and being the main point of contact for audits.
 - To be responsible for overseeing the maintenance of the school site and the buildings, the monitoring/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 conservation etc
 - To oversee cleaning in liaison with the Cleaning Supervisor/FM Contract, and ensure that the school is maintained in a safe, clean and attractive manner through line contractual and line management of FM services.
 - In co-operation with the fire service or accredited agencies to be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely
 - To be responsible for the security of the school site in conjunction with FM contract.
 - To be responsible for overseeing the management of the upkeep of playing fields, gardens, all weather surfaces, playgrounds and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
 - To be responsible for overseeing the management of the purchase, repair and maintain all furniture and fittings.
 - To conduct regular reviews of the site in order to identify the main health and safety issue specific to the school and how they relate to students, staff, visitors and contractors
 - To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment
 - To be responsible as the Lettings Officer with regard to 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
 - To acquire and dispose of land and buildings as authorised by the Headteacher and Governing Body.
 - To know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved
 - To ensure the maintenance of the incident management guidelines and disaster recovery plan and operate the elements linked to the resource management responsibility
-

- To oversee all health and safety matters relating to school trips and visits in liaison with the Trips and Visits Co-ordinator
 - Awareness of contractual requirements and performance measures and regular liaison with external service providers to ensure contractual requirements are met.
 - Work alongside designated members of the Senior Management Team to ensure the efficient administration of the school risk assessment process.
 - Ensure school security arrangements, including critical incident and emergency planning, are in place and appropriate.
-
-

Job title:	School Business Manager
------------	--------------------------------

Person Specification

	Essential	Desirable
Qualifications		
1. Degree level or equivalent at professional qualification level	✓	
2. Financial Management qualification or equivalent experience with demonstrable competency. (CIPFA)	✓	
3. Project Management qualification (e.g. PRINCE 2) or equivalent experience with demonstrable competency.		✓
Experience and knowledge		
4. Significant experience in multiple stream business support at a management level	✓	
5. Extensive strategic financial management experience	✓	
6. Evidence of successful management and leadership of diverse teams	✓	
7. Experience of managing procurement, external contractors, suppliers etc	✓	
8. Successful track record of managing complex projects from inception to completion.		✓
9. Experience and exposure to education sector, special needs sector, public or third sector		✓
10. Experience of marketing to secure fundraising and building networks and partnerships to ensure that the school's profile is raised and well known in the local community.		✓
11. Raise the school profile by use of marketing and branding.		✓
12. Experience of working across multiple sites.		✓
Personal Skills and profile		
13. Ability to persuade, motivate, negotiate and influence.	✓	
14. Ability to work and relate harmoniously positively and effectively within a multi-disciplinary and professionally passionate team	✓	
15. Ability to relate well to children and adults and operate within a sometimes emotive environment	✓	
16. Ability to self-evaluate and address learning and development needs.	✓	
17. Energy, commitment, enthusiasm and a flexible approach to working.	✓	
18. Excellent written and verbal communication skills.	✓	

19. Intermediate/advanced ICT skills including good working knowledge of Microsoft (Excel and Word)	✓	
20. Ability to prioritise and manage workload and those of administration staff appropriately.	✓	
21. Able to embrace and relate to the schools special purpose, product and clients	✓	
22. Willing to undertake sometimes extended and variable hours working including offsite, attending out-of-hours meetings and events and potential occasional travel.	✓	