

# 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. The appointment process will require the person specifications to be strongly met through the application, tasks and interview.

## Job details

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Job title:	School Business Manager
Location	Stormont House School
Reporting to:	Headteacher
Grade:	PO8-PO10 (£59-66k approx., commensurate with experience and impact over time)

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## Job description

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### Job purpose

Ensuring that highly effective and efficient business services support the school's core purpose of providing the best possible educational offer to our students:-

- As a full member of the Senior Leadership Team (SLT), playing a key strategic leadership role in ensuring high-quality service delivery, combined with areas of operational management appropriate to the role
- To take specific responsibility for Financial and Payroll Management, Human Resource functions, Facilities/Contract management, Catering, Health and Safety, Best Value and Project Management, Statutory Compliance and reporting.
- 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.
- Ensuring that communication and data systems within the school work effectively, including all systems that contain or report student data or are used to inform staff, parents, LA and other stakeholders
- 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.
- 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 technical staff.

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### General requirements

- To actively promote the school's vision, aims, ethos and objectives.
  - Having a clear and visible presence among staff and students
  - To establish excellent working relationships with all stake holders, providers and external agencies.
  - Planning, management and delivery of effective business and office services,
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- functions and systems that support excellence in teaching, learning and assessment
  - Sound financial planning, analysis, management and control, linked to the School Development Plan (SDP).
  - Leadership on development and delivery of relevant areas of the SDP
  - Ensure Best Value through procurement and contract monitoring and management.
  - Management of the school Human Resource, Administrative, Financial, Data and Communication functions, including direct line management responsibility where appropriate
  - Responsibility for asset, catering, transport and facilities management and planning, including oversight of health and safety and risk management.
  - Responsibility for overseeing the school's data processing, the grounds of processing and the rights of data subjects, and the accountability and transparency of data controllers under the GDPR 2018
  - Support for effective governance by reporting and being accountable to Governors.
  - Lead on specific events and projects as directed by, or agreed with, the Headteacher
  - As a member of the SLT, 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 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.
  - Duties and responsibilities of the post may change over time as requirements and circumstances change.

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Main duties  
and  
responsibilities

### **Delivery of Support Functions**

- 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 development and implementation of effective systems and procedures, linked to 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 Headteacher and governors of any significant variations or potential risk.
- To provide financial reports 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 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, Risk 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.

### **Personnel Management**

- To provide leadership and guidance for relevant staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, premises and maintenance, ground staff, cleaners and caterers.
- To be responsible for general personnel matters: in particular to issue contracts of employment and implementation of staff absence, disciplinary or capability policies
- Ensuring that all safeguarding requirements are met (or exceeded where necessary) in relation to staff, governors, volunteers and other visitors.
- 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 relevant staff including satisfactory monitoring and reporting of probationary periods.
- To be responsible for all staff contracts; and ensure effective staff recruitment processes
- To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination, GDPR 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 scrutiny and monitoring the facilities management contract, ensuring the school receives value for money by benchmarking quality and cost of service.
- Lead on the monitoring, planning, development and management of school assets, catering, facilities management, including drawing up and monitoring of development plans.
- Lead on capital planning and delivery.
- 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 ensure that the school is maintained in a safe, clean and attractive manner through line contractual and line management of FM services.
- 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 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 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
- 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 SLT/ staff 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.

## School Business Manager Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Degree level or equivalent at professional qualification level	✓	
2. Financial Management qualification or equivalent experience with demonstrable competency.	✓	
3. Project Management qualification (e.g. PRINCE 2) or equivalent experience with demonstrable competency.		✓
<b>Experience and knowledge</b>		
4. Significant experience in multiple stream business support at a management level	✓	
5. Extensive HR management experience		✓
6. Extensive strategic financial management experience	✓	
7. Evidence of successful management and leadership of diverse teams	✓	
8. Experience of managing procurement, external contractors, suppliers etc	✓	
9. Successful track record of managing complex projects from inception to completion.		✓
10. Experience and exposure to education sector, special needs sector, public or third sector		✓
11. Experience of marketing to secure fundraising and building networks and partnerships		✓
<b>Personal Skills and profile</b>		
12. Ability to lead positively; persuade, motivate, negotiate and influence.	✓	
13. Ability to work and relate harmoniously positively and effectively within a multi-disciplinary and professionally passionate team	✓	
14. Having a clear and purposeful presence that allows you to relate well to children and adults and operate within a sometimes emotive environment	✓	
15. Ability to self-evaluate and address learning and development needs.	✓	
16. Energy, commitment, enthusiasm and a flexible approach to working.	✓	
17. Excellent written and verbal communication skills.	✓	
18. Intermediate/advanced ICT skills including good working knowledge of spreadsheets, word-processing, email, financial and school database systems	✓	
19. Ability to prioritise and to remain calm under pressure.	✓	

20. Able to embrace and relate to the school's distinct purpose and students	✓	
21. Willing to undertake sometimes extended and variable hours working including offsite, attending out-of-hours meetings and events and potential occasional travel.	✓	