

JOB DESCRIPTION

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| Post: | School Business Manager |
| Salary: | SO4 – SO5 (£47082 - £53,336) Pro Rata 4 days per week - All Year Round |
| Reporting to: | Headteacher |
| Staff Supervised: | Administration Staff and Premises Staff |

The Governing Body is committed to safeguarding and promoting the welfare of all students and expects all staff to share the same commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS disclosure and social media checks.

Job Purpose

The SBM is responsible for managing the strategy and operation of the business functions of Richard Cobden School, including financial management, health and safety, human resources, compliance and administration. Key to this is ensuring efficiency and best-practice, and by identifying and implementing any appropriate opportunities for partnership working or joint procurement.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the Leadership Team to focus on teaching and learning.

They will play a leading role in maximizing income to the school, through marketing and leading on funding bids.

They will ensure that the school has in place appropriate policies and procedures to comply with all relevant laws and regulations, and to follow agreed practices contributing to a fair and safe environment for pupils, staff and visitors.

They will ensure that the main office provides a warm, welcoming and enabling service to parents, carers, visitors, governors, staff and pupils.

Main Duties and Responsibilities

Strategic Leadership

As a member of the Senior Leadership Team:

- Take a strategic lead over the operation and development of the school's finance, human resources, premises and administration functions.

- Lead on the development of policy and procedures relating to administration, premises, finance and health and safety.
- In consultation with Camden HR Services, lead on the development of policy and procedures relating to human resources.
- Relative to areas of responsibility, participate in the evaluation of school effectiveness in relation to expenditure and use of resources in raising standards and meeting the school's aims as defined in the School Development Plan.
- Relative to areas of responsibility, contribute to informing, implementing, monitoring and reviewing the School Development Plan, and take sole responsibility for delegated aspects of it relating to this post.
- Directly line manage the school's administration and premises staff, being responsible for their appraisal and professional development and the effective fulfilment of their job descriptions.
- Attend Leadership Team and Governing Body meetings as appropriate. Provide verbal and written reports for the Leadership Team and governors as appropriate.
- Take direction from the Headteacher as appropriate. Be an active participant in the leadership of the school.
- Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the respective vision and values of the school, and encourage others to do the same.
- Contribute to the marketing and promotion of the school by developing and implementing a marketing plan, focused on maximising pupil numbers.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- Understand the relevance of, and use of data to inform school development and targets.
- To promote, apply and monitor of equality of opportunity.
- To model and promote effective teamwork.
- To be able to manage conflict and demonstrate diplomacy in your work.

Financial Management

- To advise and support the Headteacher and Governing Body to set and manage budgets over the long-term that align with and enable effective school improvement:
 - Understand in detail the short and long-term plans for improving the schools.
 - Engage with, understand and advise on the impact of national and local policy towards school funding.
 - Engage with and learn from a range of other settings around resource allocation and income generation.
 - Advise on the allocation of resources to achieve best value.

- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed.
 - Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher and Governors to make strategic, long-term decisions.
- Ensure tight and effective financial control over the school, so that:
 - Accounting of income and expenditure is accurate and timely, enabling rapid and effective response to unexpected outturns.
 - Proper financial controls are observed at all times, in full accordance with regulations and school policies.
 - The highest standards of financial and information security are sustained, to avoid any loss through theft or fraud.
 - Service contracts, school licences and insurance are effectively monitored.
 - Comply with financial reporting requirements and submit statutory returns, be responsible for the preparation of all financial returns for the Local Authority and other central and local government agencies within statutory deadlines.
 - Ensure the transparency, simplicity and efficiency of financial systems and procedures.
- To prepare regular management accounts for budget holders, overseeing their management of these budgets in compliance with agreed procedures and keep the Headteacher updated on the financial state of the school's budget.
 - To ensure that the finance systems are compliant with Schools' Financial Value Standard (SFVS).
 - Ensure all relevant staff have the skills and understanding to operate the school's financial systems and procedures effectively.
 - Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money, facilitating joint procurement where appropriate.
 - Proactively work with other schools and agencies to generate income and achieve financial efficiency, e.g. through joint procurement.
 - Oversee the control of orders, deliveries and stock levels.
 - Provide finance and administration support to extended school services and staff.
 - Seek external funding opportunities, develop contacts and be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
 - To work with the parents' association on income generation, including the administration of a Gift-Aid scheme. To advise on the financial implications of charitable status with respect to the current and any future tax legislation.
 - To be responsible for the arrangements for school facilities including catering, transport and lettings.
 - To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurance for the school, implementing the approved insurance, and handling any claims that arise.

- To be responsible for ensuring the school has appropriate audit arrangements. To liaise with internal and external auditor, including responding to audit reports and implementation of audit recommendations.
- To be responsible for the construction, operation and annual review of the school's agreed policies and procedures on finance and charging.

Premises, Health & Safety

- Line manage the premises staff and oversee their continuing professional development.
- Support the school's senior Leadership Team and Governing Body.
- Ensure full compliance with health and safety regulation and best-practice. With the advice of the local authority and in collaboration with the senior Leadership Team and Governors, keep the school's health and safety policy, emergency plan and procedures and disaster recovery plan under review.
 - Take a lead in ensuring that best practice in health and safety is implemented throughout the school.
 - With the headteacher, be a school health and safety lead officer.
 - Oversee the maintenance of an up-to-date asset register, risk assessments and accident reporting.
 - Maintain the physical condition of the school to ensure a welcoming, clean, high-quality working environment.
 - Ensure best value for money in all premises-related expenditure.
 - Ensure best value and full regulatory compliance is achieved in all capital spend.
- To be aware of and respond appropriately to any health and safety issues and report any reportable incidents to the appropriate authority.
- To be responsible for risk management including implementing emergency procedures regarding school closures.
- Ensure the maintenance of equipment for protection against and escape from fire. To ensure half-termly fire practices and weekly alarm testing takes place and that accurate and up-to-date records are kept. To report and issues to the senior Leadership Team and ensure necessary actions are taken in light of issues identified. To ensure emergency procedures are current and timely.
- Undertake the role of Fire Marshal.
- To work with the Headteacher and Governors in establishing priorities for developing the premises of the school to ensure the school can operate effectively.
- To be responsible for ensuring the maximum level of security consistent with safeguarding legislation and with the ethos of the school.
- To have responsibility for the oversight and management of the school site; oversee implementation of maintenance schedules and programmes of work of premises staff and other contractors.
- Be responsible for letting of the school premises to outside organisations for out of school use.

- To work with the Headteacher, IT Leader and Governors to establish an IT strategy for the school with priorities for developing the IT infrastructure and facilities, including external connectivity, to ensure value for money.
- To oversee the work of the Premises Team to ensure the upkeep of the grounds and building reporting of appropriate issues to the Local Authority, e.g. mechanical and electrical problems.
- Working with the Premises Team, to ensure purchase, repair and maintenance of all furniture and fittings.
- To ensure the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance, and other relevant cover. Handle any claims that arise and seek professional advice as appropriate.
- With the Leadership Team and Governors, draw up, monitor and review the school's Health and Safety Policy, Emergency Plan and Procedures and Disaster Recovery Plan.

Human Resources

- Develop and maintain a detailed understanding of regulation and best practice around personnel management in schools.
- To have responsibility for all HR matters including attendance monitoring, staff contracts, clearance checks and employment legislation, advise on capability/disciplinary matters and liaise with Camden HR Advisors. Ensure that all records of staff attendance, leave of absence and annual leave are maintained and reported to the Leadership Team and Governors as appropriate.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Support the school to develop and maintain strong practice around equalities legislation and best practice.
- Oversee the maintenance of an accurate and comprehensive Single Central Record of all staff.
- Oversee management of the school's payroll provision with the London Borough of Camden's payroll provider, ensuring accurate and timely payment of staff and maximising staff access to all appropriate benefits.
- Oversee and maintain best practice around gifts and hospitality offered to staff.
- Oversee policy and practice around staff absence, minimising this and reducing costs to the school.
- Support the Headteacher in conducting reviews of the schools' staffing structures to ensure effective deployment of staff and financial efficiency.
- To undertake induction of new staff and carry out probation reviews for support staff.
- Maintain confidential staff records.

General:

- To provide support to the Headteacher in the management of all aspects of the day to day running of the school, ensuring that the aims, policies and values are upheld.
- To make sure the school has procedures in place to comply with all general data protection regulations.
- Ensure the school office maintains the highest standards of customer service and care.
- Ensure all visitors to the school are welcomed appropriately and proper safeguarding practice is maintained at all times.
- Create an enabling and flexible culture around administration and premises, focused on supporting school leaders, staff, pupils, parents and external agencies to fulfil their functions effectively. Ensure effective communication is maintained between the administration and premises teams and other staff.
- Show a commitment to work outside directed time when required in emergency circumstances.
- To develop personally and professionally through reflection on own practice and private study, keeping abreast of new initiatives and participating in appropriate training and development.
- To establish effective working relationships and act as a role model through your presentation and personal and professional conduct.
- Maintain a positive, solutions focused attitude to problems.
- Understand and implement the safeguarding policy and procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.

The School Business Manager is required to safeguard and promote the welfare of children and young people, promote and inform the ethos of the school, and follow school policies, especially ensuring that they operate within the school's equalities policies and the staff codes of conduct.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the post-holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet changing circumstances and demands. It will not form part of the post-holder's contract of employment.

SCHOOL BUSINESS MANAGER

PERSON SPECIFICATION

Evidence will be gathered from letter of application, references, interview and tasks.

| Qualifications and Training | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> A relevant degree – ideally in accountancy, business management or a related discipline <p>OR</p> <ul style="list-style-type: none"> To have worked at an equivalent level for three or more years in business, human resources or administrative management | <ul style="list-style-type: none"> A school business management qualification, ideally at level 5 or above, diploma of school business management or a willingness to work towards this qualification. |
| Experience | |
| Essential | Desirable |
| <ul style="list-style-type: none"> Successful leadership and management experience in a school, or in a relevant field outside education Line management experience Experience of change management Experience of contributing to staff development The ability to think strategically Substantial financial management experience (preferably in an educational setting), the ability to manage organisations' budgets both on a strategic and day to day level Ability and to prepare reports and presentations and to make presentations to the leadership and governing body Experience of managing other staff Experience of procuring and monitoring of services Experience of developing strategic budget plans Experience of working with other agencies or organisations | <ul style="list-style-type: none"> Involvement in school self-evaluation and improvement planning Experience of use of RM Finance and Integris Active involvement in the development of school policies Experience of fundraising for schools or relevant organisations Experience of completing bids for external funding Ability to write strategic business plans Experience of child protection procedures and commitment to safeguarding pupils – training will be provided. |
| Professional Development | |
| Essential | Desirable |
| <ul style="list-style-type: none"> Active involvement in recent and relevant Continuing Professional Development (CPD) Commitment to further own professional development | <ul style="list-style-type: none"> Further training in leadership and management issues, HR, Finance, Health & Safety or premises management |

| Knowledge, Skills and Understanding | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> • Expert knowledge of financial and administration management (preferably in schools) • Excellent attention to detail • Ability to become proficient in the use of management information system and financial management system • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Ability to advise, lead and negotiate on behalf of the schools in external matters such as contracts, procurement and funding bids. | <ul style="list-style-type: none"> • Knowledge of how to lead others and manage performance • Knowledge and understanding of school development planning • Knowledge of legislation and best practice around the management of: health and safety in schools; recruitment and employment in schools; data management and protection in schools; management of school premises |
| Personal Qualities and Attributes | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively, continuing to meet deadlines, produce high-quality work and maintain a friendly and professional disposition. • The ability to be flexible and positive, dedicated and trustworthy. • Ability to lead, organise, support and motivate colleagues • The ability to deal positively with staff, children, parents, governors and other visitors/contractors • Ability to embrace change and help others to manage the change process • Self-awareness and responsibility for the impact of your behaviour on others • Perceptive to the needs of others with an ability to show sensitivity and diplomacy • Able to establish credibility with all staff • Ability to follow agreed school policies and procedures • Ability to ensure confidentiality and to wholly support agreed strategic and management decisions • To have a sense of humour and an ability to keep things in perspective! • Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children | <ul style="list-style-type: none"> • Leadership ambition and drive for positive impact on the school • A dynamic team leader who has the ability to bring out the best in other people to achieve business outcomes |

| Commitment | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Commitment to implementing the school's Equal Opportunities Policy demonstrating a fair, unbiased and equitable approach to all situations • Commitment to be fully involved the life of the school communities with an emphasis on putting the children first • Commitment to safeguarding procedures • An active commitment to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, motivating and enthusing, and providing advice and feedback • To be loyal and committed to the school. | <ul style="list-style-type: none"> • Evidence of contribution to the wider life of a school |

The post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS Disclosure check.