

**Job Description & Person Specification**

**School Business Manager**

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| Job Description | |
| Job Title: | School Business Manager |
| Pay Grade / Scale / Range: | £38,813 - £41,675 per annum |
| Working hours: | Based on 36 hours 40 minutes per week.  Full year |
| Location: | Based at the New Bridge School site. |
| Staff responsible to: | Head of School – New Bridge School |
| Staff responsible for: | See job description below |
| Accountable to: | Chief Executive Officer |
| Probationary period: | 26 weeks for new staff to the organisation |

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. An enhanced DBS certificate is required for this post.**

**Overall purpose of the job**

1. The School Business Manager is the school’s leading non-curricular support staff professional and works as part of the Senior Team to assist the Head of School in his/her duty to ensure that the school meets its educational aims.
2. To be responsible for providing professional leadership and management of non-curricular support staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. To promote the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school’s learning objectives.
4. To be responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.
5. To be responsible for working in partnership with the MAT Central Team to support the implementation of central MAT functions.

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| **General Tasks** |

**Leadership & Strategy**

1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings
2. Negotiate and influence strategic decision making within the school’s Senior Management/Leadership Team
3. In the absence of the Head of School, to support the Deputy Head of School to take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development /strategic plan.
5. To lead and manage non-curricular school support staff.
6. To lead on compliance with regards to current legislations and statutory returns.

**Financial Resource Management**

In partnership with the Central Finance Team

1. Support the evaluation of information and consultation with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. Submit the proposed budget to the Head of School and Governors for approval and assist the overall financial planning process.
3. Discuss, negotiate and agree the final budget in line with the scheme of delegation.
4. Use the agreed budget to actively monitor and control performance to achieve

value for money

1. Identify and inform the Head of School and Governors of the causes of significant

variance and take prompt corrective action

1. Propose revisions to the budget if necessary, in response to significant or

unforeseen developments

1. Provide ongoing budgetary information to relevant people
2. Report to the Head of School and Central Finance Team if fraudulent activities are suspected or uncovered
3. Maintain a strategic financial plan that will indicate the trends and requirements

of the school development plan and will forecast future year budgets

1. Identify additional finance required to fund the school’s proposed activities
2. Maximise income through lettings and other activities
3. Present timely and fully costed proposals, recommendations or bids
4. Put formal finance agreements in place with suitable providers for agreed

amounts, at agreed times and appropriate agreed costs and repayment schedules

1. Monitor the effectiveness and implementation of agreements

**Administration Management**

1. Manage the whole-school administrative function and lead all admin support staff.
2. Design and maintain administrative systems that deliver outcomes based on the

school’s aims and goals.

1. Manage systems and link processes that interact across the school to form

complete systems.

1. Define responsibilities, information and support for staff and other stakeholders
2. Develop process measures that are affordable and that will enable value for

money decisions for those managing resources

1. Establish and use effective methods to review and improve administrative

systems.

1. Use data analysis, evaluation and reporting systems to maximum effect by

ensuring systems are streamlined to maximise efficiency and avoid duplication

1. Benchmark systems and information to assess trends and make appropriate

recommendations

1. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

**Data Protection**

In conjunction with the MAT Data Protection Lead:

1. Act as point of contact for all matters pertaining to GDPR
2. Identify and evaluate data processing activities
3. Support with the conduct of any Data Protection Impact Assessments (DPIAs
4. Maintain records of processing operations
5. Ensure all queries from data subjects are dealt with within legal timeframes.
6. Support with perform audits to determine whether we need to alter our procedures to comply with regulations
7. Assist with training on GDPR compliance for employees

**Policy Management**

1. Ensure statutory policies are implemented at all times, put into practice and are subject to review and assessment at regular intervals or as situations change
2. Communicate the strategy of relevant policies.
3. Ensure people have a clear understanding of policies and procedures and the importance of putting them into practice
4. Monitor the way policies and procedures are actioned and provide support where necessary

**Management Information Systems & ICT**

In conjunction with the IT team:

1. Consider approaches for existing use and future plans to introduce or discard technology in the school.
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
4. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including non-curricular, teaching, learning and assessment systems.
5. Work alongside the IT team to ensure contingency plans are in place in the case of technology failure.
6. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

**Human Resource Management**

In partnership with the Central Human Resources Team:

1. Act as key point of contact to the Payroll Manager for payroll related services.
2. Ensure the school’s HR policies are clearly communicated to all staff in school
3. Manage recruitment, performance management, appraisal and development for all non-curricular school support staff.
4. Support monitoring of the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
5. Evaluate the school’s strategic objectives and obtain information for non-curricular school workforce planning
6. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

**Facility & Property Management**

In partnership with the Central Premises Team:

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

**Health & Safety**

Under the direction of the MAT’s Health & Safety Officer:

1. Act as the school’s Health & Safety Co-ordinator and lead Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school’s written health & safety policy statement is clearly communicated and available to all people
4. Enable regular consultation with people on health and safety issues
5. Ensure systems are in place to enable the identification of hazards and risk assessments
6. 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
7. Oversee statutory obligations are being met for pupils with special educational needs.

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| STANDARD DUTIES | |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all |
| 2. | To uphold and promote the values and the ethos of the school. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
|  | To work across the New Bridge Group if required |
| 7. | To undertake any other additional duties commensurate with the grade of the post. |

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| CONTACTS Staff / contractors / external organisation (LA) |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** | |
| **Responsible to:** | Head of School – New Bridge School |
| **Responsible for:** | Administration /Human Resources/Facility & Property Management staff |

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| SPECIAL CONDITIONS DBS required – Enhanced |

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|  | DATE | NAME | POST TITLE |
| PREPARED | 05 / 07 / 20 | Gavin Lyons | Head of School |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

**PLEASE NOTE: The selection panel will use the criteria below to shortlist. Only those applicants who demonstrate that they meet all the emboldened criteria listed below (to the selection panel’s satisfaction) will be invited to interview.**

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| **Person Specification** | | | | | |
| **Selection Criteria** | | **Assessed By** | | | |
| **Education, Qualifications & Training Essential Desirable** | | | | | |
| 1. | Evidence of further training in preparation for a leadership role eg; Level 4 – 6 Diploma in School Business Management (CSBM; DSBM; ADSBM) | Application Form/certificates | x | |  |
| 2. | Demonstrate recent and relevant training and awareness of current issues relating to administration procedures, HR matters and finance | Application Form/certificates | x | |  |
| 3. | Recognised Health and Safety Accreditation | Application Form/certificates |  | | x |
| 4. | Evidence of Continuing Professional Development | Application Form/certificates | x | |  |
| Experience | | | | | |
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|  | Experience of leading, managing and advising at a senior level within a school setting as a school business manager | Application form/Interview | x |  | |
|  | Budget and accountancy experience and strategic financial planning | Application form/Interview | x |  | |
|  | Experience of supporting colleagues in a welfare role | Application form/Interview | x |  | |
|  | Experience of challenging poor performance and implementing strategies for improvement | Application form/Interview | x |  | |
|  | Experience of working as a line manager of a diverse team of people; including middle managers covering a variety of service areas within this job specification | Application form/Interview | x |  | |
|  | A thorough understanding of staffing issues and building, leading and sustaining complex working relationships | Application form/Interview | x |  | |
|  | Experience of HR matters and an understanding of employment law | Application form/Interview | x |  | |
|  | Experience of managing projects and achieving results | Application form/Interview | x |  | |
|  | Experience of working effectively with parents, Governors, Trustees, senior leaders and external agencies | Application form/Interview | x |  | |
| **Skills and Ability** | | | | | |
|  | Excellent communication skills – ability to demonstrate and articulate a clear vision for the future of the school in the context of the short and medium term challenges | Application form/Interview | x |  | |
|  | Ability to interact and challenge senior school leaders | Application form/Interview | x |  | |
|  | Ability to set high expectations and standards, and provide a role model for pupils and staff | Application form/Interview | x |  | |
|  | Ability to work effectively in partnership with parents, Trustees, Governors and the wider community | Application form/Interview | x |  | |
|  | Ability to chair and contribute to meetings effectively | Application form/Interview | x |  | |
|  | Ability to make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside school | Application form/Interview | x |  | |
| **Knowledge** | | | | | |
|  | In-depth knowledge of spreadsheet analysis | Application form/Interview |  | x | |
|  | Knowledge of current educational issues and the broader agenda | Application form/Interview | x |  | |
|  | Knowledge of GDPR | Application form/Interview | x |  | |
|  | Knowledge of health and safety legislation and procedures as they apply within an educational setting | Application form/Interview | x |  | |
|  | Knowledge of financial regulations and how educational establishments are funded | Application form/Interview | x |  | |
|  | Knowledge of Safeguarding and Child Protection expectations | Application form/Interview | x |  | |
|  | Knowledge and understanding of strategies for inclusion and equal opportunities | Application form/Interview | x |  | |
| **Work Circumstances** | | | | | |
|  | Driving licence and transport to be able to commute between all the sites within the New Bridge Multi-Academy Trust | Application form/Interview | x |  | |
|  | Flexible hours of work commensurate with the seniority of the post | Application form/Interview | x |  | |