

JOB DESCRIPTION

SCHOOL BUSINESS MANAGER

Pay: Grade H 30 – 34. (£26,822 - £30,153)

Hours: 37 hours per week, 52 weeks per year.

PURPOSE OF THE ROLE

To provide a flexible Business Management function for the Primary school as part of the Active Learning Trust group of Academies.

The role combines the leadership of a business management support team of staff in the delivery of key support services and activities, whilst acting as professional lead in the school for the support of the Headteacher in all aspects of school business operations relating to:-

- Strategic Finance and Budget Planning
- Financial management and monitoring
- Reception, school office administration services
- HR and recruitment administration
- Project management including aspects of building and capital projects for school improvement
- Site Management

RESPONSIBLE TO

Headteacher

RESPONSIBLE FOR

Line and performance management of a business support team of finance and administrative staff as well as the Site Manager to deliver out-of-class support services for the school.

LEVEL OF THE ROLE DESCRIPTION

The Business Manager will be a member of the Senior Leadership Team (SLT) of the school and will work directly with the Headteacher maintaining sensitivity and confidentiality on a range of working tasks, planning, and reporting on all aspects of the schools performance. This will involve the ability to determine when to refer matters to the headteacher and for the need to seek authorisation/sign-off of documentation from the Headteacher or more widely across the Trust

All duties will be carried out within recognised procedures and guidelines. The post-holder will be expected to obtain a thorough knowledge and understanding of the range of organisational policies and procedures both for the school and the Trust and to contribute constructively to suggestions for system improvements.

The post holder will;-

- Respond independently to unanticipated problems and situations
- Deal with complicated or sensitive information orally or in writing with a range of audiences
- Self-organise workload and have direct responsibility for the line and performance management of other employees
- Contribute positively and pro-actively as part of the Business Managers group of Active Learning Trust schools.

The post-holder will undertake a range of tasks which require theoretical practical and procedural knowledge across technical and specialist areas of operation including the requirement for policy knowledge at a school and Trust level.

KEY DUTIES & ACCOUNTABILITIES

Staff Management

Undertake the day to day line and performance management of the business support team of office, administration, HR and Site staff including the setting of targets and objectives for the conduct and quality of work undertaken by the team and the analysis of staff training needs.

Induction & coaching of new members of the business management support team.

Monitoring of work performance and undertaking staff appraisals and development needs assessments.

Financial Management

Ensuring that appropriate and required financial processes procedures systems and controls are in place for the prudent conduct of school financial affairs. Reconciliation of financial records with statements and reports, investigating anomalies and pursuing any discrepancies

Undertake budget setting monitoring and forecasting using Trust approved financial IT and reporting systems. Being the point of contact within the Trust for financial matters for and on behalf of Gusford Primary School.

Monitoring of income, expenditure, cash-flows and deposits in line with Active Learning Trust procedures. Working collegiately with the ALT school finance manager to put in place and operate the full range of financial arrangements required of one of the Trusts Academies.

Conduct of appropriate petty cash arrangements

Reception and School General Administration Management

Work with the Office Manager to lead a team of administrative officers and assistants in;-

Ensuring the provision of a high quality and customer-orientated reception function for the school. Putting in place a culture of customer care relating to relationships of the office services team with pupils, parents, carers and other visitors to the school.

Securing the recording and follow up of pupil attendance matters.

Supervise the work of administrative staff in the correct and accurate use of school admin and finance IT control systems including HANDSAM, ORACLE, SIMS, PS Financials, Evolve and other in-house systems.

Ensuring that all general administrative functions of the school office (including free school meals, school census and admissions/leavers arrangements, data management) are in place and operating effectively.

Ensure that office admin staff and site management staff work together to ensure the promotion recording and collections of lettings income and arrangements.

HR Admin Management

Oversee the work of the HR assistant in the administration of staff appointments, HR record and payroll functions

Act as registered user of the HR Portal system for the administration of staffing and payroll matters and ensure these are up to date and accurate

Ensure that safer recruitment practices checks and assessments are all in place and maintained in an acceptable Single Central Record.

Site Management

To act as day to day line manager for the site manager.

To ensure that the site team are correctly and thoroughly undertaking the use of IT tracking systems for site maintenance and Health and Safety issues (e.g. HANDSAM) as required by the Active Learning Trust and for legal compliance.

Ensuring that all site works and activities are within budget and delivered to satisfactory work standards

Ensuring that appropriate project management/contractor liaison is in place for the delivery of site premises developments taking place at the school.

Ensuring that the site team provide appropriate information and updates to staff across the school on the arrangements for and progress concerning site premises improvements

Ensuring that appropriate day to day management arrangements are in place for the provision of cleaning and catering and other ancillary services for the site.

Headteacher / Trust Support

Assisting the Headteacher as required as part of medium and long term planning of projects and school improvement

Representing the Headteacher as determined in particular meetings/functions where the knowledge of the Business Manager makes their attendance key and appropriate

Assisting in the production of reports and analyses for the schools Local Governing Body and/or the Active Learning Trust (e.g. Finance reports)

Attend meetings of the Trust or the Local Governing Body as required.

Ensure clerking services are provided for meetings of the Local Governing Body

Ensure all preparations for meetings are made in advance i.e. room booking, portage and refreshments

Managing the provision of secretarial services for the Headteacher including the maintaining of confidential records and production of confidential documentation (minutes and agendas), diary keeping and assisting with visitors.

Attend appropriate training sessions/briefings for the purpose of professional knowledge/systems update at both school and Trust level.

Any other duties which may reasonably be considered within the remit of the post.

PERSON SPECIFICATION

SCHOOL BUSINESS MANAGER

QUALIFICATIONS

Essential

Education to NVQ Level or comparable

Desirable

Educated to NVQ4 or above in a business or administration or IT vocational qualification.

Hold or be working towards the Certificate in School Business Management or the Diploma in Business Management (or be willing to work towards)

SKILLS/KNOWLEDGE

Essential

A skilled multi-tasking individual who can hold a number of tasks in operation at the same time and can securely switch between them as the need/contingencies of the day require.

The ability to apply alertness and concentration e.g. in the production of financial reports and forecasts. The ability to work in an environment where there are likely to be interruptions (e.g. from other staff and pupils)

Skilled in the application of financial planning and budget planning/monitoring and forecasting requirements. This includes the planning of financial information over months/across year e.g. annual expenditure/budget/staff work programmes

Excellent communications skills both orally and in writing – and including numeracy skills for the production of reports with financial information and focus

Attention to detail and accuracy and a personal pride in the delivery of a first class service.

Knowledge of financial planning and budget setting principles and practices.

Presenting information (often of a complex nature) in a succinct manner which will assist the understanding of audiences who may not be specialists in the area (e.g. producing information for school governors)

Skilled in the ability to demonstrate initiative and independence in the setting of own work priorities and scheduling – and that for the team of administrative and finance staff being managed.

Strong negotiating and influencing skills as required by the manager of a team of staff

Ability to apply tact and diplomacy to diffuse conflict

Ability to advise teaching and support staff and governors of the value of policies and procedures in clear and plain language which wins their support and co-operation.

Skilled user of manual records and IT systems for the recording of confidential information, personal and personnel records and budgetary information

Skilled user of Microsoft packages to intermediate level or above (Word, Excel, and PowerPoint)

Desirable

Skilled in the application of financial planning and budget planning/monitoring and forecasting requirements ideally in a school/academy environment.

Knowledge of the current national schemes and requirements in the financial reporting and budget setting requirements as they apply to Academies.

Knowledge of financial planning and budget setting principles and practices particularly as they relate to the operation of a large Primary school and within the Academies sector

Knowledge and understanding of the role of school governors in relation to the areas affected by of school business management activities

Direct application of knowledge gained concerning the setting and monitoring of staff performance targets and objectives

EXPERIENCE

Essential

Using IT based systems for the financial and budgetary planning and forecasting of a service deliver area.

Holding direct personal responsibility for the monitoring of budgets – particularly those relating to office based services (e.g. reprographics, stationery, utilities).

Significant experience of working in personal contact situations with clients/customers and the delivery of a responsive front-line service to them.

Direct and extensive experience of the operational systems put in place to ensure document and information confidentiality.

Experience of working in one or more roles involving multi-tasking and the management of strict deadlines for both internal and external audiences.

Managing at least one other person in the delivery of their role

Previous use of general project management skills and research techniques in the production of reports or recommendations

Desirable

Line and Performance management of a team of employees across discrete areas of responsibilities.

Experience of Customer care standards and team-building activities in a front line personal office service environment

Awareness of Data Protection and Freedom of Information Act requirements as they relate to the education sector.

Previous application of coaching and mentoring skills and the carrying out of induction training for new members of staff.

Knowledge of OFSED and EFA requirements as they impact upon the preparation and reporting work required in schools.

Giving advice, guidance and recommendation to senior managers at Headteacher or Management Board level

Experience of Working within a School Office team in a senior role.

Acting as part of a leadership team (ideally school leadership team) in influencing decisions and policies as they apply to school business management