

JOB DESCRIPTION

Post Title: SCHOOL BUSINESS MANAGER		Director / Division: Children's services		Office Use	
Band: 7		Workplace: HARESIDE PRIMARY SCHOOL			JE Ref: S883
Responsible to: Head of School / Governors		Date: April 2011	Manager Level		
Job Purpose: To contribute to continuously improving the effectiveness and performance of the school by: <ul style="list-style-type: none">Ensuring the effective management of the Core Budget and associated BudgetsAssisting in the establishment, development and implementation of mechanisms for the promotion of Partnerships and Communication mechanisms with all stakeholdersAssisting in the development of information sources and systems relevant to the work of the schoolIn conjunction with the School Head and Chair of Governors, developing, co-ordinating, implementing and monitoring policy and performance managementResponsible for the management, operation and delivery of admin support services within the school.Management of staff, including commissioning and delegation of relevant activitiesMember of the School's Management Team					
Resources:					
Staff	Direct line management of all admin staff and supervising other staff as directed by the School Head				
Finance	Managing business of running the school, including evaluating budgets, day to day control of the school budget and procurement				
Physical	Responsible for the accuracy and security of the school databases, all school administrative resources including grounds and buildings				
Clients	Extensive involvement providing relevant advice and information to Governors, Northumberland County Council and Government Agencies. Internal (Teachers, Other Staff, Pupils, Governors) and External (Parents, Visitors, Members of the Public)				
Duties and key result areas:					
Budget Management <ol style="list-style-type: none">To be responsible for the effective day-to-day operation of the School core budget and separate project budgets including responsibility for compliance with financial regulations i.e. FMSiS.Planning, monitoring and evaluation of the budget including the management of expenditure from the school budgetTo monitor the delivery and progress of projects, in terms of financial performance and outputs, implementing remedial actions, if necessary, in agreement with School Head, Chair of Governors, deliverers and funding partners					
Organisation <ol style="list-style-type: none">Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policiesLine Management responsibilitiesTo manage all communications actively to support the effective and efficient governance and delivery of the School core businessBe responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staffRepresent the support staff at relevant meetingsTo continually develop the profile of the school					
Administration <ol style="list-style-type: none">Develop, maintain and monitor management information systemsSupport the Headteacher through the provision of PA servicesDetermine the need for and arrange provision, analysis and evaluation of data and detailed reports/informationBe responsible for the design and effective operation of administrative proceduresBe responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DCSFCommission appropriate Payroll systems and be responsible for their effective operation					
Resources					

1. Identify the need for, select and manage resources, including management of resource budget
2. Be responsible for the appropriate deployment of staff, including recruitment following safeguarding policy CRB etc
3. Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statute etc.
4. To co-ordinate all performance management activity, supporting the effective and efficient governance and delivery of School core business.
5. To lead in the development and implementation of a strategic approach to performance management, in line with best practice.
6. To contribute to the development and implementation of service standards and continuous improvement.
7. To lead on all performance management activity required of, or adopted by the School, including Key Performance Indicators, to ensure the organisation is 'fit for purpose'.
8. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising
9. Identify the need, and be responsible, for securing appropriate licences and insurance
10. Be responsible for devising marketing and promotion strategies for the school
11. Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. eg new development.
12. Develop work specifications and manage service contracts
13. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations (FMSiS)
14. Be responsible for planning, monitoring and evaluation of budget
15. Be responsible for the management of expenditure from the school budget
16. To assist in the management of Health & Safety within the school

Responsibilities

1. In conjunction with School Head, to manage all communications activity to support the effective and efficient governance and delivery of the Schools core business
2. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
3. Be aware of and support difference and ensure equal opportunities for all
4. Contribute to the development and implementation of the overall ethos/work/aims of the school
5. Develop constructive relationships and communicate with other agencies/professionals
6. Participate in training and other learning activities and performance development as required
7. Recognise own strengths and areas of expertise and use these to advise and support others

General

1. To support the School Head and Chair of Governors in developing School events.
2. To support and engage in any regionally/nationally relevant and related work.
3. To prepare reports for the Board of Governors and stakeholders, as requested by the School Head.
4. Conduct staff appraisals, allocate individual work objectives to reflect the service plan, identify training and development needs
5. Other duties appropriate to the nature, level and grade of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same

Work Arrangements

Transport requirements:	Required to use own transport to attend meetings both within and out-with County
Working patterns:	Normal hours but to also work out-of-hours' as necessary
Working conditions	Normal indoors

PERSON SPECIFICATION

Post Title: SCHOOL BUSINESS MANAGER	Director/Service/Sector: Children's Services	Ref: S883
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ Level 4 or equivalent qualification in a relevant discipline Excellent numeracy and literacy skills CSBM qualification	Degree or equivalent in a relevant discipline NVQ Level 2 qualification in literacy and numeracy	(a)
Experience		
Working in a business environment at a managerial level Experience of working with other agencies and professionals Experience of formulating and implementing policy and procedures Preparation of clear, concise reports Experience of managing staff, budgets and physical resources	Working in an educational establishment at managerial level Experience of managing a multidisciplinary team Development of communication strategies	(a), (i)
Skills and competencies		
Excellent communication and organisational skills Methodical, accurate, thorough but with the ability to be innovative and creative, in order to inspire team members Excellent ICT skills To have had experience of ICT packages used in schools and be able to operate them with confidence e.g. SIMS, Oracle Very high level of interpersonal skills, particularly: <ul style="list-style-type: none"> Negotiation skills Listening skills Ability to work collaboratively with partners and relate to both adults and children Skilled in writing clear and logical reports Ability to self-evaluate learning needs and actively seek out learning	Knowledge of the current developments in schools, including Government policies	(a), (i)

Physical, mental and emotional demands		
Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.		
Motivation		
Customer led Committed to a 'total quality approach'. Self-motivated – able to work alone with minimum supervision Team player	Ability to develop and deliver clear work programmes and targets. Assertive – able to communicate effectively at all levels.	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits