

JOB DESCRIPTION

Post Title: School Business Manager		Director/Service/Sector : Children's Services		Office Use JE ref: S1468. HRMS ref:
Band: 8 (pro rata Term Time + 10 days)		Workplace: Hillcrest School		
Responsible to: Headteacher		Date: 15/2/19	Manager Level:	
Responsible for: Management of support staff				
Job Purpose: To be part of the school senior leadership team, inspiring, motivating and leading by example. To make a significant contribution to the growth of the school by providing professional leadership and management of school support staff, in partnership with teaching staff. Act as the school's leading support staff professional at all times to assist the head teacher in his duty to ensure that the school meets its educational aims. Promote the highest standards of business ethos within the administrative function of the school and strategically ensuring the most effective use of resources in supporting the school objectives.				
Resources	Staff	Direct line management of the Support Staff and supervising other staff as directed by the Headteacher.		
	Finance	Accountable for day to day control of the School budget. Develop, lead and managing the business, premises and finance and administrative Systems. To ensure the efficient operation of the school's budget.		
	Physical	Responsibility for all school resources and the accuracy and security of the school databases etc.		
	Clients	Extensive involvement with and shared responsibility for Service Users and Partner organisations etc. Providing relevant advice and information to Governors, Northumberland County Council and Government Agencies		
Duties and key result areas:				
Leadership and Strategy				
<ul style="list-style-type: none">To be a full member of the School Leadership Team providing advice and information to the school so that the school can make effective management decisions.To act as the Headteacher's confidential PA.Give a strategic leadership and vision to all aspects of the budget, finance, premises, health & safety and school management information systems.Attend and report to full governing body and appropriate governor sub-committee meetings.To actively seek maximisation of income for the school by strategic forward planning and taking a commercial view on leading business potential and opportunitiesIn the absence of the Headteacher take delegated responsibility for financial decisions.To lead and manage school non-teaching support staff.Ensure that the school is fully prepared to meet external auditing and SFVS.To line manage the caretaker to ensure that the learning environment is permanently safe, secure, efficiently run and it is consistently meeting its potential.To liaise with relevant members of the Local AuthorityTo function as line manager for all administration, finance and premises staff and for other associate staff as and when appropriate.To act as a role model and lead by example, embracing change and constantly pursuing the best for the school				

Budget Management

- Preparation of school's annual budget for approval by LA, Headteacher and Governors.
- To obtain agreement of budgets and to monitor against budgets — recommending budget revisions to Headteacher and Governing Body.
- To prepare regular management accounts for budget holders and to report on the financial state of the school to governors.
- To be responsible for the effective day-to-day control of the School core budget and separate project budgets.
- To monitor the delivery and progress of projects, in terms of financial performance and outputs, taking responsibility for remedial actions, if necessary, in agreement with School Head, Chair of Governors, deliverers and funding partners.
- Maximise income generation — preparation of bids/sponsorship for external funding and management of all external funding.
- To be the point of contact with central and other agencies with regard to grant application, gifts and other donations.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To use financial information to identify areas of spending, to assess trends and to advise the head teacher and governors accordingly
- Ensure that all cash received in school e.g. dinner monies, uniform monies etc is processed as per financial procedures and banked appropriately
- To ensure that the principles and procedures detailed in the Schools Financial Value Standard (SFVS) are adhered to.
- Ensure the school's Equipment (Asset) Register is maintained and a rolling replacement programme is in place.
- To ensure that Best Value Statement, and all financial returns for the DfE and LA and other central and local government agencies are compiled and submitted within statutory deadlines
- To prepare all financial returns for DfE and LA within statutory deadlines.
- Responsible for ensuring that the school's voluntary funds are administered efficiently, are reviewed and monitored and are externally audited annually, and that accounts are remitted to the Local Authority within deadlines.

Marketing & Communications

- To develop and be responsible for an annual marketing and communications plan for School to promote Partnerships objectives and achievements.
- To develop and manage the School Website and associated microsites, ensuring all partners realise its value in terms of information provision and promotion of The School, Partnerships, business, programmes and projects across the activity spectrum.
- To represent School on external bodies and partnerships.
- To manage all communications activity to support the effective and efficient governance and delivery of the Schools core business.
- To support the School in achieving its strategic aims, through a range of media and events, including the production of other publicity and information.
- To continually develop the profile of the School.
- Participate in inter-disciplinary work and represent the School in an official capacity at meetings both within and outside the authority.

Human Resources

- To be responsible for the school's general HR function, for the clearance of new staff, medical clearance etc and to ensure that contracts of employment are issued.
- Responsibility for ensuring efficient maintaining of staff records/recording of absence etc on SIMS and ensuring accurate recording of information for School Workforce Reform.
- To be responsible for providing advice on recruitment procedures, induction and training. Advise on the process of selection of staff, both supply and contracted teaching and support staff, advertising vacancies, arranging interviews, following up references in conjunction with the Headteacher and the Governors.
- To provide high quality advice/information for Headteacher and Governing Body on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other HR matters.
- To advise Governing Body on the policies needed to comply with legislation concerning employment protection, equal pay etc and the implementation of these policies in the school.

- To take part in the delivery of induction programme to new members of staff
- To provide leadership and guidance for associate staff, including direct line management where appropriate; administrative, financial, technical, premises, cover.
- To ensure that sickness and leave of absence records are maintained and weekly returns are remitted to LA, to complete associated insurance claims.
- To maintain confidential staff records and to ensure that staff records held in school by others are kept confidential.
- Ensure salary and expenses claim forms are authorised and remitted to LA on a monthly basis.
- Management of staff listed in responsibility, ensuring their performance management and monitoring their staff development;
- Provide return to work discussions with associate staff after periods of sickness absence and maintaining accurate staff attendance records.
- Review and improve staff attendance
- Manage and maintain the school's Single Central Record for safeguarding purposes.

Information Management

- To determine the research and information needs of the School and continuously develop a range of information sources and databases relevant to the core-business.
- To establish, develop and implement an effective, efficient and user-friendly information management system, to record baseline information with regard to School provision, activities and quality standards.

Site Management

- Co-ordinate/liase with caretaker re security/safety of premises, work to be carried out etc.
- To liaise with Buildings/Electrical/Mechanical Inspectors regarding proposals/costings of work to be carried out on the premises.
- Assist in management of all projects on premises and site and liaise with contractors/LA as required
- Liaise with facilities co-ordinator re provision of appropriate level of hospitality for visitors/meetings, organising venues etc
- To formulate, monitor and implement the school's safety policies to comply with the regulations of the Health and Safety at Work Act and other related legislation to ensuring the safety and security of all service users.

Whole School Administration

- To manage the administrative function including the administrative ICT facilities, school reception, records and telephones.
- Responsibility for management of all the school's administration policies, procedures and data management systems
- Ensure highest degree of welcome for school users visiting or telephoning.
- Assist in induction for supply staff/work experience students etc
- Administer policy review cycle and ensure all school policies formulated by Headteacher, Governors, Staff and LA are updated, well presented and available in electronic and paper format.
- To ensure that all pupil records are efficiently and confidentially maintained
- To ensure that all pupil related returns e.g. absence, School Census, assessment etc are generated and submitted to the relevant agencies correctly and in a timely manner.
- To provide for the preparation and production of all school records and publications.
- To co-ordinate medical and first aid procedures and staffing
- To ensure that all admission arrangements are made effectively and that attendance is monitored and reported.
- To liaise, as necessary, with LA services, DfE and other agencies.
- To ensure that staff handbook and school prospectus are reviewed regularly and published

It is expected that some of these duties will be delegated to administrative/finance/premises staff as appropriate to their job descriptions and role within school.

There is an expectation that all members of staff will participate in INSET and training activities to continue their own professional development and to enhance their role within school.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements: Working patterns: Working conditions:	Some travel to other schools, work sites or training venues throughout the county or further afield if necessary Term Time plus 10 and out of hours if required by Headteacher Out of school hours required as and when necessary to meet the demands of the school..

Northumberland County Council
PERSON SPECIFICATION

Post Title: School Business Manager		Director/Service/Sector: Children's Services	Ref: S947
Essential		Desirable	Assess by
Knowledge and Qualifications			
Educated to degree Level Professional Qualification in relevant discipline		Post Graduate qualification in Management and related areas	(a)
Experience			
<ul style="list-style-type: none"> ★ Substantial experience in a service operation, or marketing, communications, information management role. ★ Management of systems for measuring performance, assuring quality linked to customer needs/organisational targets. ★ Preparation of clear and concise reports, including recommendations. ★ Devising and delivering on action plans. ★ Experience of managing staff, budgets and physical resources. 		<ul style="list-style-type: none"> ★ Successful application of Quality Assurance models. ★ Development of communications strategies within a multi-agency/partnership environment. ★ Experience of working with local media. ★ Development of www based applications of performance management systems. ★ Working in partnership with a range of organisations on multi-agency projects. 	(a), (i)
Skills and competencies			
<ul style="list-style-type: none"> ★ Excellent communications and interpersonal skills. ★ Excellent organisational skills and knowledge of system, which facilitate achievement of performance/quality goals. ★ Good IT skills. ★ Able to work collaboratively with partners. ★ Customer focussed approach ★ Methodical/accurate/thorough but with ability to be innovative and creative, in order to inspire team members/partners. ★ Adept at planning and prioritising resources, including own time. ★ Listens, consults others and communicates clearly. ★ Skill in writing clear and logical reports. 		<ul style="list-style-type: none"> ★ Specific IT skills/knowledge e.g. Desk Top Publishing, design and management of websites ★ Knowledge of the current developments in Schools, including Government policies relating to the role of Schools and Local Authorities etc. 	(a), (i)
Physical, mental and emotional demands			
<ul style="list-style-type: none"> ★ Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict. 			
Motivation			
<ul style="list-style-type: none"> ★ Customer led. ★ Committed to a 'total quality approach. ★ Self-motivated – able to work alone with minimum supervision. ★ Team player. 		<ul style="list-style-type: none"> ★ Ability to develop and deliver clear work programmes and targets. ★ Assertive – able to communicate effectively at all levels 	
Other			
<ul style="list-style-type: none"> ★ Full driving license and car available to meet the travel requirements essential to the post. ★ Able to work flexibly, working during evenings where necessary. 			(i)

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