

Cragside Church of England Primary School

JOB DESCRIPTION

Post Title:	School Business Manager	Director/Division:	Children's Services	Office Use
Band:		Service/Workplace:	Cragside CE Primary School	JE ref: S408
Responsible to:	Head of School/Governors	Date: June 2021 (to start September 2021)	Manager Level:	
Job Purpose: As a member of the school Leadership team, lead, organise and manage school business and administration across the school.				
Resources	Staff	Direct line management of office staff, kitchen team, caretaker and other staff as directed by the Headteacher		
	Finance	Accountable for setting and overseeing the day to day operation of the school budget. Managing business of running the school Annual budget allocation of £1,500,000		
	Physical	Responsibility for all school resources, including grounds and buildings. Responsibility for the accuracy and security of the school databases, website etc.		
	Clients	Maintain excellent working relationships with outside stakeholders including Governors, LA employees, Diocese, pupils, families, other schools, contractors, banks and suppliers.		

Job Purpose:

The core purpose of the role will be to lead and manage all business aspects of the school, in order that the Head Teacher and other members of the senior leadership team can focus on teaching and learning and raising standards.

- To provide strategic vision and leadership to all aspects of Budget, Finance and premises.
- To lead and manage effective administrative and financial services to the school
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- To manage the administration of personnel functions in the school
- To manage the purchase of supplies, equipment and services
- To manage maintenance of administrative systems that deliver outcomes based on the school's aims and goals
- To develop and communicate clearly the school's development/strategic plan
- To be responsible for the overseeing of maintenance of the buildings, grounds and equipment.
- Lead on the planning, development and monitoring of support services and supervision of support staff, including co-ordination and delegation of relevant activities.

Duties and key result areas:

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES

General

- To lead and advise the Headteacher, Governors and Leadership Team on matters relating to premises, finance and Health and Safety.
- To attend all main governing body meetings and assist the Chair of the Resource Committee in all areas linked to finance, premises and Health and Safety.
- To take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher.
- To provide professional support as relevant to the Head Teacher, Deputy Head Teacher and Assistant Head Teacher.
- To evaluate and advise on best value with relation to service level agreements and all contracts.
- To be responsible for identifying efficiencies, income generation, external funding opportunities and ensuring the overall smooth running of all business.

Financial Administration and Management

- To be responsible for budget modelling, drawing up base budgets, provisional budgets and final budget, and providing financial information and advice to the Headteacher, Governing Body, Resource Committee and School accountant
- To oversee the monitoring of staffing costs and all expenditure and advise the Headteacher, Resource Committee and Governing Body accordingly
- To manage the maintenance of accounting records relating to the school budget together with the appropriate financial controls
- To oversee the management of the ordering, processing and payment of all goods and services using the school's electronic management systems
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending of budgets
- To develop and monitor a long-term financial strategy for the school in consultation with the Headteacher and Governing Body
- To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and to monitor claim forms of other staff
- To oversee the preparation of financial returns for DfE, LA and other agencies within the statutory deadlines
- To manage the school's rating assessment and VAT responsibilities, advising the Governing Body in the financial and legislative implications
- To be responsible for the strategic management of income generation, including school lettings and fundraising initiatives. To liaise with the person responsible for overseeing the lettings of the premises
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations and audits such as SFVS
- Ensure Value for Money practices are implemented at all times and make frequent use of comparison tools to benchmark against similar organisations.
- Be proactive in incorporating sustainable schools initiatives where possible.

Personnel Administration

- Contribute towards safer recruitment processes, sickness management and development of staff and participate in the selection process for staff
- To ensure that accurate personnel records, including sickness and other absences are maintained and information passed on to LA Personnel and Payroll Services as necessary
- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts as required
- To oversee the administrative processes relating to recruitment and other staff changes, including the seeking of references, medical clearance and CRB checks as required
- To consult with LA Personnel in the provision of information and advice on conditions of service for all categories of staff employed at the school
- To ensure that all staff are paid on the correct scale and spine point in consultation with Governors and to provide appropriate information on pay to staff, the Governing Body and the LA
- To be the first point of contact for all staff at the school on pay and contract related issues, Liaising with HR and Payroll as necessary
- To have undertaken/or actively strive to be trained in Safer Recruitment training and Child Protection Training

Performance Management

- To lead on all performance management activity, supporting the effective and efficient governance and delivery of School core business.
- To lead in the development and implementation of a strategic approach to performance management, in line with best practice.
- To contribute to the development and implementation of service standards and continuous improvement.
- 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'.

Health & Safety Management

- Ensure that the school's written Health and Safety Policy is clearly communicated and available to all people
- Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as the situation or legislation changes
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the SLT, Governors and, where appropriate, the Health and Safety Executive
- Ensure the maximum level of security is maintained at all times

Facilities and Property Management

- Work closely with the school caretaker to ensure the safe maintenance and operation of all school premises
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and ground maintenance. Ensure contractors follow instructions and requests. Monitor quality of work by contractors
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning are monitored and managed effectively

Marketing & Communications

- Ensure high quality marketing of our school to promote the school and its achievements
- To further develop and manage the School Website ensuring all partners realise its value in terms of information provision and promotion of the School. Monitor the content of the website so it meets regulations on what schools must publish online
- Ensure a welcoming, open and supportive culture is maintained and visitors have a sense of the warm, caring ethos which the school promotes
- 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
- Maximise the use of online systems and social media to promote the school, increase efficiency, provide clear means of parents/carers contacting school and interacting with the school e.g. in booking appointments and other aspects of school life
- Participate in inter-disciplinary work and, where need, represent the School in an official capacity at meetings both within and outside the authority

Continuing Professional Development

- Keep up to date with current best practice and research
- Undertake training and further research as required by the Governors and SLT to assist in the strategic development of the school

Leadership

- Contribute to the development of the school's distinctive values and vision and model and communicate these clearly and enthusiastically to all staff and other stakeholders
- Ensure that all staff are briefed on allocated work, showing how it fits within the school's vision and objectives
- To effectively lead the school admin team and to monitor the progress and quality of work teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives
- Provide support to staff during times of setback and change
- Encourage staff to take the lead and take decisions when they have the knowledge and expertise to enable them to do so

Strategic Influencing

- Negotiate and influence strategic decision making within the school's SLT
- Understand the culture and climate of the school and where appropriate the wider educational environment
- Maintain a visible, professional and high profile within the school, modelling the vision and values of the school
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications

The post holder must:

- act in compliance with data protection principles/GDPR in respecting the privacy of personal information held by the council.
- comply with the principles of the Freedom of Information Act 2000 in relation to the management of records and information.
- carry out their duties with full regard to the School's and Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other School and Council Policies.
- comply with the School's and Council's Health and safety rules and regulations and with Health and Safety legislation.

The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Staff will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level 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

Physical requirements:
Transport requirements:
Working patterns:
Working conditions:

Able to work flexibly including working in the evenings where necessary.

Cragside Church of England Primary School

PERSON SPECIFICATION

Post Title: School Business Manager		Service:	Ref: S408
Essential		Desirable	Assess by
Knowledge and Qualifications			
NVQ level 4 qualification or equivalent Knowledge of financial regulations, benchmarking and contract/procurement procedures and their application within the environment of a public sector organisation Knowledge of health and safety legislation and its application in a school or similar environment. Knowledge of safeguarding legislation and its application in a school environment. Knowledge of, or ability/enthusiasm to learn about, site management and the educational context. Knowledge of key principles of human resource management.	Educated to degree level or equivalent Detailed knowledge and understanding of the public and education sector. Thorough understanding of the statutory framework of FMSIS or equivalent financial management systems which underpins school management.	A AR AR AR AR A AR RI	
Experience			
Experience in office management or relevant similar experience. Track record in management of financial and human resources to achieve organisational goals. Experience of monitoring budgets. Track record of developing and evaluating the effectiveness of administrative procedures.	Recent experience of school administration or support service management. Experience of school budget management Experience of recruiting and managing staff Experience of carrying out staff performance reviews and acting on any issues that arise from the reviews.	AR RI RI ARI AR AR AR AR	

Skills and competencies		
<p>An ability to manage a multi-disciplinary team, to motivate and empower staff.</p> <p>An ability to interpret and apply financial legislation, systems and procedures, and give appropriate guidance for the strategic financial management of the school.</p> <p>An ability to ensure compliance with all legislation and internal and corporate policies and procedures.</p> <p>Computer literate with an up-to-date knowledge of modern technology and its application.</p> <p>An ability to organise own and team workloads, setting priorities and managing time to achieve outputs and meet deadlines.</p> <p>Excellent interpersonal skills and a customer service focus.</p> <p>A confidence to work on own initiative.</p> <p>Sound understanding of administrative systems.</p> <p>Ability to build and motivate a strong team that enables:</p> <ul style="list-style-type: none"> All administrative staff to carry out their respective roles to the highest standard; All administrative staff to work effectively together to deliver school improvement <p>Knowledge of the practical use of websites and social media for positive marketing purposes</p> <p>Supportive of continuing professional development and provide opportunities for growth and development of the administrative team.</p> <p>Ability to use monitoring and evaluation to improve administrative procedures.</p> <p>Ability to put in place effective communication mechanisms to ensure that governors are provided with the information they need to meet their responsibilities.</p>	<p>Excellent secretarial skills including typing.</p> <p>Evidence of using data and benchmarks.</p> <p>Ability to demonstrate effective previous use and integration of a range of technologies to improve systems.</p>	<p>RI</p> <p>R</p> <p>R</p> <p>AR</p> <p>AR</p> <p>RI</p> <p>RI</p> <p>AI</p> <p>ARI</p> <p>ARI</p> <p>RI</p> <p>RI</p> <p>AR</p> <p>AR</p> <p>RI</p>
Physical, mental and emotional demands		
<p>High levels of personal resilience, a positive outlook and 'can do' approach to work.</p> <p>Lengthy periods of concentrated mental attention and pressures from conflicting deadlines and frequent interruptions.</p> <p>Ability to investigate situations that could be distressing</p>		<p>ARI</p> <p>ARI</p> <p>RI</p>
Motivation		
<p>Demonstrates very positive emotional intelligence.</p> <p>Communicates effectively with self-awareness and social perception.</p> <p>Adaptable to changing circumstances and new ideas.</p> <p>Approachable and enjoys being highly visible to parents, pupils and staff.</p> <p>Demonstrates personal impact and presence.</p>		<p>RI</p> <p>RI</p> <p>AR</p> <p>RI</p> <p>ARI</p>

<p>Demonstrates creativity and imagination to anticipate and solve problems.</p> <p>Demonstrates good judgement.</p> <p>Demonstrates commitment, reliability and integrity in line with the school values and wider vision.</p> <p>Customer led and committed to a 'total quality approach'.</p> <p>Self-motivated – able to work alone with minimum supervision.</p> <p>Flexibility, adaptability, positivity and versatility.</p>		<p>RI</p> <p>RI</p> <p>AR</p> <p>AR</p>
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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