



School Business Manager

JOB DESCRIPTION

Queensbridge School
Queensbridge Road, Moseley, Birmingham B13 8QB

PURPOSE

1. To actively model and promote the values and ethos of the School.
2. To be responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, compliance and administration.
3. To be responsible for site and IT management, administration aspects of financial management, and all matters within the management of the School which are supportive to, but do not directly involve teaching and learning.
4. As a member of the Leadership Team to be responsible for: creating and delivering a shared corporate strategic vision; raising standards of learning and teaching; building capacity across the workforce; improving organisation structures and functions so the school remains fit for purpose; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and well being of students.
5. To generate and co-ordinate new income streams which are supportive of the ethos of the school.

MAIN DUTIES

FINANCE AND BUSINESS

1. In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic and represents an effective use of public funds.
2. To implement the financial decisions of the Headteacher and Governing Body.
3. In conjunction with the Headteacher, be responsible for the preparation of the detailed budget for the school and submit the budget to the governing body.
4. Responsible for the monitoring of the budget all year round, advising the Headteacher where revisions or changes are needed.
5. To advise the Headteacher on investment and financial policy, preparing appraisals for future projects and for the development of a long term financial strategy for the future development of the school.
6. Responsible for the production of future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions.
7. Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan within the ethos of the school.
8. Find and apply for grants.
9. Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
10. Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.
11. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the SLT accordingly.
12. Monitor and control income and expenditure in relation to the school's budget.
13. To assist in the preparation of all financial returns for the DFE, EFA and other central and local government agencies within statutory deadlines.

14. To provide leadership and guidance for support staff, including direct line management responsibility for team leaders in finance, site and IT.
15. To be responsible for the Performance Management of non-teaching support staff in designated areas of finance, reprographics, site and IT.
16. Comply with financial reporting requirements and submit statutory returns.
17. Maintenance and development of all targets through Schools Financial Value Standard and the Financial Management Risk Self-Assessment.
18. Monitor developments in technology and consider how it can be used to enhance the school's business processes and teaching and learning.
19. Manage the schools banking arrangements.

ESTATE MANAGEMENT (including Health and Safety)

1. To work with the Campus Manager to implement the premises and site decisions of the Headteacher and Governing Body.
2. To manage the Site Manager and the plans for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
3. To lead the planning and implementation on site of new capital and refurbishment projects.
4. To work with the Campus Manager to ensure all contracts are maintained to the highest quality and provide the school with value for money.
5. To maximise the use of the accommodation both by school and outside agencies in order to generate income.
6. To take responsibility for the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
7. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
8. To manage the letting of the school premises to outside organisations.
9. To provide and document effective Risk Management, for example, in Health and Safety and in the management of any third-party service contracts.

10. To prepare disaster recovery plan as part of the school Business Continuity plan and be aware of its place within the management procedures of the school.
11. Advising the Governing Body's Finance committee.
12. To manage the catering contracts, cleaning contracts, leasing arrangements, and Asset Register.

ORGANISATION

1. Be responsible for the planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
2. Provide organisational and advisory support to Governors, attending and leading meetings as appropriate.
3. Participate as part of the Senior Leadership Team and to minute meetings as required
4. Lead a team of support staff team leaders to ensure effective communication and development of systems and procedures across support services.
5. Represent the support staff at relevant meetings.

WHOLE SCHOOL ADMINISTRATION

1. To manage the administrative function including the administrative ICT facilities.
2. To provide for the preparation and production of all school records and publications.
3. To act as a bridge to facilitate closer working relationships between teaching and support staff.
4. To be responsible and accountable for key objectives in the one-year School Improvement Plan and the three-year Strategic Improvement Plan.
5. Be responsible for the provision of specialist advice and guidance to the leadership team/Governing Body etc. on national and local guidelines/policy/statute etc.
6. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate any appropriate action necessary.

7. Be the school's Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues. To provide relevant training to all staff on GDPR issues and to liaise where necessary with the ICO.

COMPLIANCE

1. To ensure the school is complying with DfE guidance on food in schools including liaising with link governors.
2. Manage the school's compliance with statutory obligations and advise others on relevant legal, regulatory and ethical requirements.
3. Monitor and update the school risk register.
4. Maintain the school inventory.

GENERAL

1. To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.
2. Manage the relationship and be the main point of contact with Fox Hollies who we share a site with.
- 3.

LEADERSHIP AND MANAGEMENT

- To support the Headteacher in leading a highly effective Leadership Team.
- To lead and motivate others and generate effective working relationships at all levels across school.
- To maximise the contribution of staff to provide a highly effective education for all pupils.
- To model the highest professional standards to staff and pupils in all aspects of the role.
- To produce highly effective action plans across specific areas in school that have clear impact measures and milestones to monitor progress.
- To provide accurate self-evaluation of school through insightful evaluation.
- To provide feedback to the Headteacher relating to outcomes.
- To take on specific tasks related to day-to-day administration and organisation of the school as requested by the Headteacher.
- Understand the implications of government policies and educational trends and developments
- To support the Headteacher in managing workload and staff wellbeing.
- To attend and report to the designated link Governor.
- To take part in the organisation of school events.
- To ensure that there are processes in place to ensure consistency in line management of middle leaders by SLT that aligns with school priorities.
- To contribute to performance management processes to align with school priorities.

Responsible to:
Responsible for:

Headteacher and Governing Body
Site Team
IT Team
Finance Team
Catering Contract
Cleaning Contract

Person Specification

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) – without which candidate would be rejected

Desirable (D) – useful for choosing between two good candidates

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes of the person specification are measured in a variety of methods -
How measured – A = *Application form*, I = *Interview*, R = *Reference*, Q = *Proof of Qualification or evidence of relevant recent experience*.

Attributes	Essential	How measured	Desirable	How measured
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths 	Q	<ul style="list-style-type: none"> A degree or other relevant qualification – ideally in accountancy, business management or a related discipline 	
Experience	<ul style="list-style-type: none"> Successful leadership and management experience in a school, or in a relevant field outside education Line management experience 	A, I	<ul style="list-style-type: none"> Experience of working in a school environment Involvement in school self-evaluation and improvement planning Contributing to staff development Working with children or young people 	A, I
Skills/Abilities	<ul style="list-style-type: none"> Has a competent command of written and spoken English Effective administration and organisational skills Demonstrable experience in the use of IT, i.e. 	A, I A, I A, I, Q	<ul style="list-style-type: none"> Demonstrable experience in School Management Systems e.g. SIMS, FMS 	A, I

	<p>Word, Excel, Office 365 and other computer skills</p> <ul style="list-style-type: none"> • Can remain calm and controlled under pressure • Expert knowledge of financial management • Excellent attention to detail • Previous use of accountancy software, management information systems • Understanding of data protection and confidentiality 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		
Personal attributes	<ul style="list-style-type: none"> • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Ability to work under pressure and prioritise effectively • Has high expectations of self and others • Energy and enthusiasm • Integrity and loyalty • A good sense of humour • Resilience, determination and passion to succeed • Strong sense of the importance of team work 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>		

	<ul style="list-style-type: none"> • Deals with difficult situations effectively • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. • Adaptable, flexible and well organised. • Willing to learn 	<p>A, R</p> <p>A, R</p> <p>A, R</p>		
Equal opportunities	<ul style="list-style-type: none"> • Knowledge of and commitment to equal opportunities issues as they relate to education and schools 	A, I, R		

We will consider any reasonable adjustment under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.