

## Marjory Kinnon School Job Description

### Contractual Details

<b>Post Title:</b>	School Business Manager – Operations (SBMO)			
<b>Responsible to:</b>	Chief Operating Officer (COO)			
<b>Contract type:</b>	Permanent ✓	Fixed Term	Full time ✓	Part time ✓
<b>Salary:</b>	PO4/5 - £38,229 – £43,815 for a full time equivalent working 36hrs p/w			
<b>Contractual Hours:</b>	Full-time – Hours to be agreed with COO. Possibility for post to be term-time only or full year with annual leave entitlement.			

### Job purpose

- To support the COO in the provision of professional management and leadership of administration and facilities services that ensure the school meets its educational aims effectively and efficiently.
- Provide leadership, motivation, direction and support to all staff in the postholder's areas of responsibility.
- The postholder will ensure the school's site and administration management framework operates in accordance with relevant statutory responsibilities.

### Post Holder's Responsibility

Management, Leadership and Strategy	<ul style="list-style-type: none"> <li>• Be a member of the school's Leadership Team and help shape and influence strategic decision-making within the school's Support Services.</li> <li>• Play an active role in delivering and monitoring the implementation of the Support Service Development Plan.</li> <li>• In the absence of the Chief Operating Officer, assume delegated responsibility for the COO duties as they relate to this job description.</li> <li>• Delegated responsibility for the day-to-day effective running of the Administration, Facilities (including catering and cleaning), Information Systems and ICT functions within the school and the effective management of the associated staff.</li> </ul>
Administration and Front Office Services	<ul style="list-style-type: none"> <li>• Manage the whole school administrative function and lead all Admin staff.</li> <li>• Be responsible for the systems and general management of the school's administrative functions.</li> <li>• Manage systems and link processes that interact across the school to form complete systems.</li> <li>• Define responsibilities, information and support for staff and other stakeholders.</li> <li>• Develop process measures that are affordable and that will enable value for money decisions for those managing resources.</li> <li>• Establish and use effective methods to review and improve administrative systems.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined for efficiency and effectiveness and avoid duplication.</li> <li>• Benchmark systems and information to assess trends and make appropriate recommendations.</li> <li>• Prepare information for publications and returns for the DfE, Local Authority and other agencies and stakeholders within statutory guidelines.</li> </ul>
Facilities Management	<ul style="list-style-type: none"> <li>• Ensure the safe maintenance and security of the school site and facilities at all times to enable all stakeholders of the school to access and use the site freely and to enable an outstanding learning environment for our pupils.</li> <li>• Oversee and quality assure a robust system of checks and inspections both by internal staff and external specialists to keep the facilities and site of the school in good order and ensure that appropriate records are kept to support this work and provide a secure audit trail of responsible action.</li> <li>• Ensure there is an annual planned preventative maintenance programme and that policies and procedures are in place to provide a reactive service where necessary.</li> <li>• Ensure all planned and emergency maintenance and repairs are completed in a timely fashion and that appropriate records are maintained for such works.</li> <li>• Follow sound practices in estate management and grounds maintenance.</li> <li>• Oversee all contracted work (as it relates to this job description) and ensure that all necessary health and safety requirements are met.</li> <li>• Oversee procedures to ensure that contracted work is completed in a timely manner and to an appropriate standard.</li> <li>• Lead on the maintenance, purchase and repair of all non-educational furniture and fittings for the site.</li> <li>• Ensure the continuing availability of utilities, site services and equipment.</li> <li>• Lead on organising any rotas and overtime needed to ensure that the site is opened and closed as needed in line with business requirements, including cover for late evenings and at weekends and ensure strong communication with contractors relating to our requirements (i.e. additional catering and cleaning).</li> <li>• Oversee the implementation of appropriate premises related checks on all ancillary services e.g. catering, cleaning, etc.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Act as the schools' lead operational Health &amp; Safety Co-ordinator</li> <li>• Act as the schools' lead Fire Marshall.</li> <li>• Lead on the operational maintenance of the school health and safety management including the drafting and reviewing of all Risk Assessments.</li> <li>• Maintain records, monitor and report on all accidents and incidents within the school and take proactive steps to address any health and safety related issues effecting safety in the school.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure systems are in place to enable the identification of hazards and risk assessments.</li> <li>• Plan, instigate and maintain records of fire practices and alarm tests.</li> <li>• Ensure the schools' written health &amp; safety policy statement is clearly communicated and available to all stakeholders.</li> <li>• Ensure the health and safety policy and procedures are implemented at all times, are kept under a rolling review and assessed at regular intervals or as situations change.</li> <li>• Lead and enable regular consultation with all stakeholders on health and safety issues.</li> <li>• Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Teams, Governors and where appropriate external Health &amp; Safety bodies.</li> <li>• Ensure the maximum level of security for the school site at all times and advise on any improvements that can be made.</li> </ul>
Management Information and ICT services	<ul style="list-style-type: none"> <li>• Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.</li> <li>• Be the lead operational officer for the schools response to GDPR changes.</li> <li>• Establish systems to monitor and report on the performance of technology within the school.</li> <li>• Be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.</li> <li>• Maintain the security of school information and ensure that the school ICT is a safe environment for children to learn and play.</li> <li>• Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school, ensuring best value for money.</li> <li>• Work alongside the COO in considering possible approaches for existing use and future plans to introduce/update technology.</li> <li>• Ensure the ICT strategy and key objectives are progressed.</li> <li>• Ensure contingency plans are in place in case of technology failure.</li> <li>• Establish systems to monitor and report on the performance of technology within the school.</li> <li>• Ensure resources, support and training is provided to enable staff to make the best use of available ICT Inc. teaching, learning and assessment systems.</li> <li>• Support the COO to ensure robust data sets are available for the school and that these data sets have integrity.</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Support the COO in the periodic review of all policies and procedures relating to this job description.</li> <li>• Support the COO with all reporting requirements necessary to the FGB and other Governance Committees.</li> <li>• Attend Governance meetings as required to present finance information.</li> </ul>

Fleet management	<ul style="list-style-type: none"> <li>• Ensure the safety checks of all minibuses are completed within agreed timescales and that the fleet is usable, clean and fuelled at all times.</li> <li>• Lead on the monitoring, booking and supervising of necessary specialist maintenance to ensure the fleet is compliant with all legal and safety requirements.</li> </ul>
Business Planning	<ul style="list-style-type: none"> <li>• Support the COO in leading the school's income generation strategy.</li> <li>• Help the COO to research and source potential additional strands of funding in order to strengthen the School's financial position.</li> <li>• Support the COO in developing the school's Business Development Plan.</li> <li>• Support the COO to develop community use and lettings strategy.</li> <li>• Support the COO in the exploration of new products, services and initiatives that could generate money for the school including the potential packaging of services relating to Finance, HR and Catering.</li> <li>• Manage special projects as required.</li> </ul>
Risk Management and Audit	<ul style="list-style-type: none"> <li>• Support the COO in managing and mitigating identified risks to the school.</li> <li>• Ensure risk management and contingency plans are in place for the matters covered in this job description and support the COO in ensuring robust disaster recovery plans are in place.</li> </ul>
Contract Management, Procurement and Asset Management	<ul style="list-style-type: none"> <li>• Assist the SBMFR in the maintenance of the school contract register.</li> <li>• Lead on SLA monitoring with any contracted out services relating to the functions of the job description, including pro-active compliance checks, quality assurance and future planning.</li> <li>• Monitor, assess and review contractual obligations for outsourced school services that fall within the remit of this job description and/or as agreed with the COO.</li> <li>• Support the COO in all procurement activities as it relates to the functions of this job description.</li> <li>• Lead on the specification design for all procurement activity as it relates to this job description.</li> <li>• Alongside the SBMFR co-produce and maintain the School's asset register.</li> <li>• Periodically report on the status of the school's asset register and assist in the preparation of moving all school assets into the new building.</li> </ul>
Best practise and value for money	<ul style="list-style-type: none"> <li>• Keep the school informed of changes to legislation and/or working practises as they apply to the functions held within this job description and ensure that your teams working practices, policies and procedures are kept up-to-date at all times.</li> <li>• Promote the efficient, effective and economic use of all resources.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop process measures that are affordable and that will enable value for money decisions for those managing resources.</li> <li>• Support the COO by liaising and negotiating with providers of goods and services and third party contractors in order to ensure the school achieves Best Value.</li> </ul>
Insurances	<ul style="list-style-type: none"> <li>• Work with the COO and SBMFR in seeking professional advice on insurance and manage such schemes accordingly.</li> <li>• Support the COO in ensuring adequate insurances are in place so that all risks relating to this job description are reasonably covered.</li> <li>• Assist with the completion of any necessary financial returns and/or claims.</li> </ul>
Legal	<ul style="list-style-type: none"> <li>• Have an understanding of what type of law applies to different situations: commercial, employment, company, equality, health and safety and how advice would be sought.</li> <li>• Advise the COO, Head Teacher and Governors if and when legal advice is required.</li> </ul>
MKS Charity and Fundraising	<ul style="list-style-type: none"> <li>• Support the COO in delivering the schools charity and fundraising strategy and vision.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Help organise cover for support teams to enable team meetings to take place without compromising front line services.</li> <li>• Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.</li> <li>• Attend and participate in regular meetings, fulfil responsibilities as specified on school rotas and duties.</li> <li>• To attend and participate in planned training sessions.</li> </ul>
<p>This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Head Teacher may, from time to time, deem appropriate and necessary.</p>	

Personal Specification	
Qualification and Experience	<ul style="list-style-type: none"> <li>• A recognised professional management qualification (highly desirable).</li> <li>• A recognised health and safety or facilities management qualification (highly desirable).</li> <li>• Degree or equivalent qualification in a relevant subject (desirable).</li> <li>• Significant relevant experience of direct management of an administration, facilities or other site management function including the effective development, deployment and leadership of staff.</li> <li>• Experience of preparing, monitoring and reporting on systems for administration and facilities management.</li> <li>• Proven track record in driving and delivering service improvement.</li> <li>• Experience of business planning and budget management.</li> <li>• Writing and delivering reports and presentations to internal and external audiences at a number of levels (desirable).</li> <li>• Experience of motivating and leading staff.</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Thorough knowledge of sound administration and facilities management processes and control/internal audit measures to ensure probity.</li> <li>• Knowledge of education sector, in particular relation to administration and site management.</li> <li>• In-depth knowledge of risk assessment and management.</li> <li>• An ability to plan on the basis of sound research, analysis and judgement.</li> <li>• Knowledge and experience of the different elements of site management and best practises to ensure the site is well maintained.</li> <li>• Vision and ability to interpret information and develop strategy, policy or practice.</li> <li>• Strong organisational, managerial, administrative and interpersonal skills.</li> <li>• Ability to use own initiative to identify issues, problem solve and implement solutions.</li> <li>• Ability to work quickly and efficiently whilst under pressure with minimum supervision.</li> <li>• Knowledge of Quality Assurance processes.</li> <li>• Excellent written and verbal communication with a wide range of audiences.</li> <li>• Being accurate and well organised in approach to work with exceptional planning and organisational skills including management deadlines.</li> <li>• Ability to build effective rapport, persuade, motivate, negotiate and influence.</li> <li>• An understanding of procurement and contract management.</li> <li>• Ability to relate well to children, teachers, school staff, parents, visitors, governors.</li> <li>• Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.</li> <li>• Ability to performance manage others.</li> <li>• Experience of working effectively with a wide range of external partners.</li> </ul>

Professional  
Values and  
Practice

- Be committed.
- Be consistent.
- Have a flexible and adaptable approach to work, be willing to go the extra mile to get the job done for the benefit of our pupils, our colleagues and for yourself.
- Whilst being willing to work hard for the success of the school and its pupils ensure that you and your team have a work life balance that enables health, happiness and wellbeing.
- Have a happy and positive attitude to the work you undertake.
- Be positive and respond to situations in a calm, professional manner at all times.
- Have a thirst for excellence and a relentless drive to achieve the best outcomes for our pupils.
- The capacity and enthusiasm to learn, be self-motivated, reflective, creative and innovative in order to continuously improve.
- Be emotionally resilient.
- To have a strong awareness of professionalism and respect for confidentiality.
- At all times model good relationships, attitudes, behaviour.
- To be able to self-evaluate your own and your teams performance, keep own knowledge and skills up to date, and participate in relevant training and CPD opportunities as required.
- Smart, professional appearance.
- Willingness to work flexible hours and to attend occasional meetings outside of normal office hours (n.b. in relation to FGB meetings).
- A high level of commitment to safeguarding, inclusion and equality.
- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.
- Support the Head Teacher and SLT in their duty to ensure that the school meets its aim to deliver the best possible educational outcomes for pupils.
- Act as a positive ambassador for Marjory Kinnon School and make a meaningful contribution to the school community.



Summative Agreement	
Confidentiality  Code of conduct Safeguarding  Health and Safety  Induction	<ul style="list-style-type: none"> <li>• I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection, and will report all concerns to the appropriate person(s).</li> <li>• I will adhere to the school's code of conduct and all other school policies.</li> <li>• I will comply with all school policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).</li> <li>• I agree to take care of my own and other's safety at all times and to carry out my duties in accordance with the school's Health and Safety policy and procedures.</li> <li>• On joining the school, I agree to attend Induction sessions and complete all related tasks as required.</li> </ul>
<p><i>This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the post holder will undertake in fulfilling their responsibilities, and may also be subject to amendment or modification at any time in consultation with the post holder.</i></p> <p>Agreed by post holder _____ Date _____</p>	
Date of this review: December 2017	Date of next review: September 2018