



Sir John Cass's Foundation
Primary School

Headteacher: Mr T Wilson

Job Description and Person Specification: School Business Manager

The School Business Manager will report directly to the Headteacher of Sir John Cass's Foundation Primary School.

The purpose of the post is:

1. To direct the financial management and planning, contribute to the strategic management of the School and provide advice to the Headteacher on all matters of a financial and corporate nature.
2. To manage non curriculum support staff in the school, motivating colleagues and creating a purposeful working environment.
3. To be responsible for identifying, developing and maximising potential revenue streams available to the school.

In undertaking this role the post-holder is expected to:

1. Secure excellent delivery and a culture of continuous improvement to both internal and external consumers.
2. Proactively and effectively manage a team of support staff delivering the services.
3. Have regard to the ethos and practices of the school and proactively contribute to the school's vision for an exceptional education for every child based on the principles and practises of the Church of England.

The postholder will be required to undertake such duties as may be reasonably expected. All members of staff are required to be cooperative and flexible in line with the needs of the post and the school. Job descriptions are regularly revaluated as part of the annual appraisal process to ensure that they are an accurate representation of the post.

Sir John Cass's Foundation VA Primary School
St James's Passage, Duke's Place, London, EC3A 5DE
0207 283 1147
www.sirjohncassprimary.org

A unique Church of England primary school in the heart of the City of London

Key responsibility areas

Senior Management

The School Business Manager will:

1. Assist, as part of the leadership team, in the preparation of the school's annual development plans.
2. Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
3. Actively contribute to the development of quality improvement programmes across the school.
4. Proactively implement the policies and procedures.

Financial Planning

The School Business Manager will:

1. Prepare the three-year financial plan for the school in partnership with the Chamberlain's Department of the City of London.
2. Prepare the annual budgets in collaboration with the Chamberlain's Department for the school as part of the three-year financial plan.
3. Manage all budgets in school.
4. Liaise with the Chamberlain's department on the timely preparation of financial reports, estimates and completion of financial returns as required by various stakeholders
5. Plan the cash flow of the school and implement creditor and debtor policies and procedures.
6. Ensure the effective operation of financial control within the school, and ensure they receive value for money in all their expenditures.
7. Develop appropriate financial regulations and work with budget holders to ensure compliance.
8. Devise appropriate accounting procedures to control, monitor and disburse the school budget, including routine financial arrangements.
9. Manage the implementation and operation of computer-based financial and management accounting systems for the school including CBIS and SIMS Agora.
10. Manage the Finance and Admissions officer to ensure the timely collection of fees, debts and charges.

Financial Monitoring

The School Business Manager will:

1. Participate in monthly meetings with the Chamberlain's department.
2. Analyse and report on monthly budget monitoring reports from the Chamberlains department.
3. Present reports at the School Governing Body.
4. Monitor cash flow and ensure the school overall secure maximum benefit from financial management.
5. Attend all relevant governing body Committee meetings and ensure they are given all the necessary information, both at the meeting and in advance papers, to discharge their duties effectively.
6. Maintain the private fund account and ledger. Prepare for auditing each year.

Fundraising

The School Business Manager will:

1. Liaise with funding agencies to identify and secure additional funding for the School.
2. Identify potential funding opportunities, agencies, and government initiatives and ensure income generation from both diverse and obvious sources.
3. Maximise self-generated income through the use of the site out of hours for hire.
4. Prepare bids, financial submissions and reports for Sir John Cass's Foundation.

5. Promote the school in the City of London and work with businesses around the area to gain sponsorship, support and additional funding.
6. Work with all Senior Managers to maximise income generation, financial growth and profile

Audit Services

The School Business Manager will:

1. Advise the Headteacher on external and internal audit arrangements as required by financial regulations and SFVS.
2. Liaise with auditors and plan all audit arrangements.
3. Implement audit requirements as it affects all financial activities at the school.
4. Ensure all school financial practices comply with the highest standards of probity, efficiency and security.

Purchasing and Contract Management

The School Business Manager will:

1. Prepare and implement policies concerning the buying and ordering of all supplies and services for the school.
2. Manage supplier contracts to ensure best value for money and high levels of service.
3. Monitor the operation of policies concerning buying and ordering and prepare such reports as may be required.
4. Ensure that catering and cleaning services, hiring of facilities, maintenance programmes and service level agreements function effectively within the budget.
5. Ensure all legal agreements for services, supplies, leases etc. are structured appropriately and in the best interests of the school.

Administration

The School Business Manager will:

1. Oversee the efficient administration of all business of the school providing line management and leadership to the administrative teams.
2. Ensure the school effectively discharges its responsibilities with regard to relevant law
3. Manage the development, maintenance and review schedule of school policies.
4. Be responsible for the management of procedures which comply with the requirements of statutory requirements such as safeguarding children and young people, data protection and the freedom of information

Marketing and Collaboration

The School Business Manager will:

1. Contribute to the overall marketing strategy for the school.
2. Contribute to the development, implementation and management of the communication strategy and plan for the school.
3. Attend such meetings/events identified by the Headteacher, to represent the school and communicate the school vision effectively.
4. Ensure the preparation of all marketing material, documentation and web sites.
5. Attend School Business Manager meetings in neighbouring authorities.
6. Manage the school website and communication strategy.

Person Specification	Essential	Desirable	Assessed by*
A recognised qualification in financial management or formal accountancy qualification	✓		A
A recognised qualification in School Business Management i.e. CSBM, DSBM.		✓	A
A proven record of strong collaborative working.	✓		A, I
Experience of working in a school environment		✓	A
A team worker possessing the skills needed to contribute to effective partnerships with children, staff, parents and governors.	✓		A, I
Ability to manage change and motivate colleagues with inspirational leadership	✓		A, I
Excellent use of ICT with good knowledge of word processing packages and ability to produce reports for a variety of governors	✓		A, I
A keen eye for detail, ability to spot errors and audit complicated document and reports.	✓		I
Conversant with first aid, risk management and health and safety procedures and policies in schools		✓	A, I
Confident to use Excel to produce reports, tables and information at month and year end.	✓		A, I
Experience of school MIS package and use, preferably SIMS		✓	A, I
Demonstrate excellent communication skills at all levels, including the capacity to oversee administrative, premises and catering operations	✓		A, I

Demonstrate excellent organisational skills, handing competing priorities well.	✓		A, I
Have the ability to work on own initiative and prioritise work and make decisions	✓		A, I
Be able to work to tight deadlines.	✓		I
Be conversant with safeguarding and the role of this post in ensuring the safety and wellbeing of children.	✓		A, I
A positive attitude to training and development with recent examples of substantial professional development	✓		A, I

***Application, Interview**

Remuneration

The starting salary will be c. £40,000 to 45,000 p.a. (pro rata) There may be the possibility of a 10% uplift for a suitably experienced and talented candidate.

Salary progression will be subject to annual performance review, qualifications and relevant experience.

Terms and Conditions

This is full time or part time position. Governors would be pleased to received requests to work on a part time basis.

- As a member of the leadership team and, in the context of the main duties of the post, the post holder will be required to attend a range of meetings, as directed, both within and beyond the normal working day.
- The postholder will be entitled to 25 days paid annual leave per annum, plus statutory bank holidays. All annual leave should be taken with the prior agreement of the Headteacher.

Sir John Cass's Foundation Primary School is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth. We believe that the Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.