

**OVERTON GRANGE SCHOOL**

**Details of the post and appointment procedure**

**POST**

**Title of Post:** School Business Manager (and Company Secretary to the Academy Trust)

**Full or Part Time:** Full time

**Salary:** APT&C Grade PO6 (Points 46-49) £42,876 - £45,666

**Commencement Date:** As soon as possible

**Equal Opportunities:** Overton Grange School is committed to Equal Opportunities

**Safeguarding Children:** The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Appointment is subject to a satisfactory medical report, two suitable references, evidence of qualifications, and enhanced Disclosure and Barring Service (DBS) clearance. Shortlisted candidates will be asked to bring relevant documents to the interview.

All applicants should be eligible to work in this country and will be asked to provide evidence.

**APPOINTMENTS PROCEDURE**

**Closing Date for Applications: 19 February 2018 (by 12.00 noon)**

Applications to Linda Owens, Joint Headteachers’ PA/HR Officer, Overton Grange School, 36 Stanley Road, Sutton, Surrey, SM2 6TQ. Candidates should complete the application form and address the person specification in a statement of no more than 2 sides.

Provision will be made for the acceptance of applications in alternative formats, where appropriate. For example, information can be received on audiotape, typed on a separate sheet or completed on behalf of the applicant. CVs alone will not be accepted as they will not address the person specification and relevant details may be omitted. If shortlisted candidates send an electronic application they will be asked to sign these on the day of interview.

**Visits to the school:** Prospective candidates may wish to visit the school. Please contact Mrs Owens, to arrange an appointment (Tel: 020 8239 2310 E-mail: l.owens@overtongrange.sutton.sch.uk).

**REFERENCES**

Please give full postal address for all referees, **including, where possible, an e-mail address**. Open references and testimonials are not acceptable. If shortlisted, any relevant issues arising out of references will be taken up at the interview.



**OVERTON GRANGE SCHOOL**

**Job Description**

**School Business Manager**

**Title of Post:** School Business Manager (member of the Senior Leadership Team)

**Full or Part time:** Full time

52 weeks per annum contract including working during school holidays.

Core hours to be discussed with the Headteacher but will include evening meetings - approximately 10 per annum

**Responsible to:** TheHeadteacher

**Salary:** APT&C Grade PO6 (Points 46-49) £42,876 - £45,666

**Purposes of job:**

* To give strategic vision and leadership to all aspects of Budget, Finance, and Premises, and the management of the school’s resources.
* To act as the main financial adviser to Governors, Headteacher and Senior Leadership Team.
* To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
* To line manage the Facilities and Contracts Manager.
* To line manage the ICT Network Manager.
* To be responsible for the contractual aspects of the school catering service.
* To be responsible for Health and Safety in the school.
* To be responsible for the Finance Team.
* To maximise fundraising opportunities.
* Play a central role as a member of the Senior Leadership Team.
* Ensuring that the school is fully prepared to meet government financial criteria.
* To liaise with relevant officers of the Local Authority, and other external professionals.
* Assist the Headteacher and governors in maintaining a sustainable staffing structure for the school that supports the school’s vision, ethos and development plans.
* To hold the role of Company Secretary.

**Specific Duties**

**A. Strategic and management**

1. To lead and advise the Senior Leadership Team on matters relating to premises, finance and Health & Safety.
2. To attend all main governing body meetings.
3. To take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher and Governing Body in accordance with the Financial Handbook.
4. To deputise for the Headteacher as required in relevant fields of expertise.
5. To take a role in whole school self-evaluation and planning to secure school improvement.
6. To provide support as required to the Governors and Senior Leadership Team.

# B. Financial – Overton Grange school has an annual budget in excess of £7 million.

Working with the Headteacher, the Business Manager will prepare an annual budget and 3-year budget for the school to be submitted to the Governing Body, and will provide specific expertise in long-term financial management. The Business Manager will be responsible specifically for:

1. Ensuring the school has appropriate financial systems and managing all aspects of the school’s financial systems (including voluntary funds such as school Fund) in accordance with the Funding Agreement, the Academies Financial Handbook and agreed policies and timetables; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head Teacher and Governors.
2. Ensuring that the financial transactions in the school are carried out in an appropriate manner and that the school’s financial procedures are observed.
3. Preparing annual estimates of income and expenditure for approval by the Governing Body.
4. Providing information to the Governing Body, the Headteacher and Senior Leadership Team with particular reference to budget planning and modelling. The management of accounts: monitoring expenditure, exercising appropriate budgetary control and advising the Governing Body and Headteacher accordingly. Preparing financial papers for Governors including monthly and year-end income and expenditure, cash-flow, updated forecasts and balance sheet returns.
5. Completing and submitting statutory financial returns to the ESFA and Companies House
6. Overseeing the Finance Team in the collection, recording and banking of school monies in accordance with financial procedures.
7. Overseeing the Finance Team’s operation of the ParentPay electronic funds transfer system.
8. Overseeing the operation of the computerised systems (SIMS) in use for financial, administrative and other record keeping purposes and to assist with the maintenance of relevant computer records.
9. Preparing appraisals for particular projects and the development of long term initiatives for the school.
10. Co-operating with Auditors regarding the annual Audit and Responsible Officer checking procedures generally.
11. Attending Governing Body committee meetings as required.
12. Where appropriate, writing bids for funding as required by Department for Education and other funding bodies.
13. Managing the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness and Best Value.
14. Reviewing the market for contract services purchased by the school and negotiating with suppliers in order to achieve best value, for example telephone, catering supplies, etc.
15. To be responsible for the school’s payroll, ensuring that the school’s appointed payroll provider is informed of all relevant data, and checking the monthly payroll report, resolving any problems.
16. Monitoring and controlling capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
17. Promoting the school’s activities and premises with the objective of maximizing letting income, within agreed policies;
18. Supporting budget holders in the management and monitoring of their budgets, and drawing the Headteacher’s attention to any significant over/underspend and to competing claims for financial resources.
19. Operating the school’s bank accounts and credit cards as an authorized signatory.
20. Ensuring that the monthly bank reconciliations are carried out in an accurate and timely manner.
21. Approving and releasing payments to third parties by BACS.
22. Investing surplus funds with approved banking institutions and achieving the best available rate of return without compromising liquidity.
23. Using financial information, especially benchmarking tools, to identify areas of relative spend, assessing trends and advising the Headteacher, SLT and Governors.
24. Liaising with HMRC and DWP on matters relating to tax and social security payments.
25. Identifying sources of public and private funding, and overseeing funding applications.
26. Attend relevant external meetings and training, for instance the Sutton School Business Managers meetings.

# C. Health & Safety

1. To report and give advice to the Headteacher, Senior Leadership Team and Governors on Health & Safety matters.
2. Chair the Standing Working Party on Health, Safety and Security, and the Fire Safety Committee.
3. To prepare and review a disaster and recovery plan.
4. To liaise with the Local Authority’s Corporate Health and Safety Unit as appropriate on health and safety matters in the school.

# D. Premises

The Business Manager will be responsible for overseeing the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, reporting to the Headteacher. Specific responsibilities include:

1. Line managing the Facilities and Contracts Manager;
2. Taking the lead on compiling, and implementing, an Asset Management Plan (Premises Development Plan) including energy conservation and sustainability measures;
3. To ensure that regular checks on the condition of the school buildings and grounds are undertaken, and any necessary maintenance and repair is arranged in consultation with the Headteacher;
4. Through regular contact with the Facilities and Contracts Manager ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
5. Ensuring the appropriate placing and monitoring of all service contracts including cleaning, heating, lifts, and fire alarms;
6. Advising on all Health & Safety matters, including measures in the event of emergencies;
7. Appraise projects for the development of the school. Liaise with architects, quantity surveyors, planning officers and other professional advisers over new building projects;
8. To be accountable to the Headteacher for the security, maintenance, heating, cleaning and other general site services within the premises;
9. To deal with all external agencies, delivering services to the school and to be responsible for all aspects of tendering including Compulsory, Competitive tendering;
10. To draw up specifications and tender documentation for maintenance contracts and building works in liaison with the Resources Committee;
11. To authorise the letting of premises to outside organisations and set appropriate hire charges.
12. To authorise the purchase, repair and maintenance of all furniture, equipment and fittings where outside the budget but within approved limits;
13. To ensure that the Facilities and Contracts Manager monitors the work of on-site contractors and arrange for estimates for work;
14. To report to Governors on the quality of work undertaken by contractors and premises staff as appropriate;
15. Liaise with the LA and contractors to ensure that the school is DDA compliant.
16. Primary key holder – door keys and safe keys;
17. Ensure that adequate insurance cover is maintained, and oversee the handling of any claims under the insurance policies;
18. Oversee the compilation and maintenance of the school’s asset register, and make recommendations to the Resources Committee concerning ICT and other replacement;
19. Plan and cost the school’s cyclical internal redecoration programme.

# E. Administration, Catering and ICT

The Business Manager will be responsible for those aspects of administration of the school, which do not directly relate to the teaching, supervision and pastoral care of students. Specific responsibilities include;

1. Along with the ICT Network Manager carry out a regular strategic review of the school’s ICT resources, to assess the financial impact, and report to the Headteacher, Senior Leadership Team, and Governors
2. To ensure inventories of equipment and stock are maintained by the Finance Team and other support staff; all statutory and statistical returns are completed as appropriate; the efficient running of the IT administration system.
3. To receive and analyse canteen service monitoring reports prepared by the

Catering Manager, and advise the Resources Committee accordingly.

**F. Personnel**

Responsible for the strategic management and direction of the school’s Personnel function, ensuring that the school is able to attract and retain high calibre staff within the resources available and with regard to the legal and regulatory frameworks.

1. To advise the Senior Leadership team and the Governing Body, in conjunction with the school’s HR Consultant, on the extent and limitation of their powers with regard to staffing establishment, including the remuneration, appointment, termination, performance management and conditions of service of staff working at the school.
2. To ensure that Personnel functions are carried out effectively in order to support the school Development Plan/Aims and Objectives.
3. To participate in the process of selecting and interviewing non-teaching staff, as required.
4. To oversee the job evaluation process for non-teaching staff, and advise the Headteacher and the Governing Body on all matters relating to outcomes from the process and appeals.
5. To carry out checks on the monthly payroll to ensure it is correct and accurate.
6. To be responsible for identifying and introducing appropriate salary sacrifice schemes, including childcare vouchers and cycle to work benefits.
7. To assist the School HR Officer in reviewing existing Personnel policies and procedures, and develop new policies as required.
8. To ensure that robust procedures are in place and correctly followed so that :
9. Appropriate recruitment and termination procedures are followed;
10. Sickness and other absences are recorded, paid and managed in accordance with the school’s policies;
11. Annual salary statements are produced for all teaching staff;
12. Along with relevant line managers ensure all non-teaching job descriptions are up-to-date.

**G. Other**

1. Monitoring the development and work of the Catering Service within the school, and monitoring the school catering budget.
2. To oversee the in-house merchandising of school uniform (currently totalling £35,000 p.a.), including forecasting, stock control checks, setting prices, and marketing.
3. To contribute to the development and implementation of the overall ethos, aims and Equal Opportunities Policy of the school.
4. To write, submit, review and revise those school policies which fall within the Business Manager’s area of responsibility.
5. To write, review, and update the school’s risk register.
6. To provide financial information and advice to the various school working groups as required.
7. To oversee the production and monitoring of internal budgets for all departments.

# H. Line Management Responsibilities

The Business Manager will be responsible for the Facilities and Contracts Manager, the ICT Network Manager and finance staff.

This will involve:

1. Motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery.
2. Managing Staff Attendance and Leave to ensure a continuous service throughout the year.
3. Along with relevant line managers oversee support staff career development including the performance management scheme and reviewing training requirements.

Undertake such duties and work hours as agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher.

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**PERSON SPECIFICATION – BUSINESS MANAGER**

**Education & Training**  **Essential Desirable**

5 GCSEs, including English and Maths x

‘A’ Levels or equivalent x

Relevant financial qualification (e.g. DSBM) or working towards it x

**Experience**

At least ten years’ experience, some at a senior level, in a medium or large organization x

A proven track record of leading a team, working with others, and the successful completion of objectives x

Experience in Financial Management and change management x

Experience in project management, ideally involving building or construction x

Considerable experience of budget preparation, monitoring, and account reconciliation x

Experience of producing a variety of financial reports including detailed management accounts x

Experience in creating and maintaining efficient administrative procedures x

Experience at delivering training and briefing sessions x

Experience of using SIMS FMS or other accounting package x

Experience of managing multiple priorities x

**Knowledge, Skills and Abilities**

A thorough working knowledge of financial systems, budget setting, cost control and the preparation of accounts x

A sound knowledge of education finance, and the implications of charitable status as they affect an academy x

A good understanding of personnel issues and their link to recruitment, staff retention, and payroll issues x

**Essential Desirable**

Excellent organisational skills and an eye for detail together with the ability to communicate to a high standard both in terms of the written word and orally x

A good grasp of contract law and management, health and safety law and practice, and the Data Protection Act x

Good negotiating skills and a ‘hands on’ approach to dealing with problems x

Strong ICT skills with a working knowledge of Excel and financial software x

Ability to lead, line manage and performance manage a diverse group of support staff in an educational setting x

Extensive knowledge of the maintenance and development of premises and grounds including negotiating with builders,

architects and planners x

A knowledge of fund raising or marketing x

An understanding of Safeguarding in schools: best practice x

**Personal Attributes**

Vision, commitment, focus, professionalism, decision making and the ability to inspire in others a sense of common purpose and the confidence that it can be achieved x

A confident and outgoing personality with an ability to think strategically whilst ensuring day-to-day operations are carried out effectively and efficiently x

The ability to get on with others, help bring about changes in attitude where necessary, stand one’s ground on important issues and concede where necessary, and work co-operatively with a multi-disciplinary team x

The confidence and ability to take decisions and the insight to know when to refer matters to the Headteacher or Chair of Governors x

Unequivocal support for the ethos of the school and its role in the community; and its commitment to Equal Opportunities x

Ability to perform to the highest level whilst under pressure, and to meet deadlines x

Enthusiastic, conscientious and hardworking with a willingness to go the ‘extra mile’ for the benefit of the school community x

**Other**

Willingness to take on any necessary tasks and participate in wider school activities x

Willingness to attend meetings outside of normal office hours x

Willingness to participate in further training and developmental opportunities offered directly or indirectly by the school x