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| **St Michael’s Catholic Grammar School** | |
| **Job Description** | |
| **Role** | **School Business Manager** |
| **Hours and weeks** | 36 hours per week, 52 weeks per year.  Regular hours 08:00 to 16:15 (16:00 on Friday) although a great deal of flexibility is expected according to the requirements of the school. Attendance at evening meetings.  One hour for lunch taken in negotiation with line manager. |
| **FTE salary range** | £44,751 to £49,452  Unified Rewards Grade K  School Business Management job family – level 4 |
| **Pro rata salary range** | N/A |
| **Reports to** | Headteacher |
| **Supervising duties** | All other support staff |

**1. Purpose of Job:**

* Responsible for the leadership of and development, management, operation and delivery of the support function within a school
* Responsible for financial planning, forecasting and expenditure of a school budget for the Headteacher and Governing Body, including payroll.
* To oversee all the financial assets, income and expenditure of the school.
* Manage all the facilities of the school; repair, maintenance and the private lettings in order to maximise the efficiency and profitability of school resources.
* Act as Data Protection Officer for GDPR and implement policies accordingly.
* Undertake lead role within Senior Leadership Team
* Develop policies for school support function
* Develop strategies for school improvement

**2. Key accountabilities/duties/responsibilities:**

This list is not exhaustive.

* Responsible for the leadership, development, management, operation and delivery of support services within a school
* Lead on the development of school policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all school support functions, in consultation with the operational needs of the school
* Responsible for the content and submission of relevant information to the senior leadership team, the governing body and outside agencies
* Responsible for the financial planning, forecasting and expenditure of the school support
* School budget and medium term financial plan
* Responsible for the creation and implementation of recruitment, induction, performance systems for support staff
* management, training and mentoring systems for all support staff and other staff, such as technicians
* Identify the need and be responsible for securing appropriate licences and insurance
* Develop and review a framework for marketing the school to a range of audiences,
* ensuring that sufficient resources are allocated to manage effective marketing of school
* Lead the development of health and safety plans within the school, ensuring that health and safety requirements are met in line with legislation, regulation and codes of practice
* Lead on and be responsible for the management of facilities, including use of major building premises and associated income
* Lead on the development of policies and procedures relating to health and safety, security, confidentiality and data protection
* Monitor compliance with legal, regulatory, ethical and safeguarding requirements across school
* Identify potential risks in relation to achieving strategic objectives and make effective contingency plans
* Lead change and engage with stakeholders to facilitate change across school

**3. Promotion of School Values**

* To ensure that customer care is maintained to the agreed standards according to the school’s values.
* To ensure that a high level of confidentiality is maintained in all aspects of work.

**4. Flexibility**

* The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.
* This job description is not exhaustive and may change as the post or the needs of the school develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

**5. The School’s Commitment to Equality**

* To deliver the school’s commitment to equality of opportunity in the provision of its services.
* All staff are expected to promote equality in the work place and in the services the school delivers.

**PERSON SPECIFICATION**

**Knowledge, training and experience**

* Advanced Diploma of School Business Management (ADSBM) or equivalent level of knowledge and experience e.g relevant degree or accountancy qualification
* Working at or towards national occupational standards (NOS) in business and administration and knowledge/skills equivalent to current national qualification level 6
* Extensive experience and expertise across a range of activities including finance, procurement, administration, management of staff
* Significant and extensive senior management experience including budgets, staff, premises and other resources
* Comprehensive and substantial knowledge of relevant statutory regulations, codes of practice and government policies, such as OSFTED, safeguarding, health and safety, data protection
* Broad and deep knowledge of the school and governing body
* Detailed knowledge and understanding of school policies, such as behaviour policy, equal opportunities policy, attendance policy
* Proficient user of MS Office software and/or other in-house software e.g. accounting and budget software.
* Evidence of continuing CPD

**Skills**

**Planning, organising and controlling skills**

* Manage and lead the schools support function through planning, developing, designing and monitoring support systems and procedures which include finance, HR, admin, IT and facilities management
* Strategic leadership on development of school policies and supporting procedures and practices
* Manage procurement process and be responsible for securing relevant sponsoring and partnership arrangement’s adding value named financial benefits to the school
* Lead on and is responsible for the content and submission of relevant information to the senior management team, the governing body and outside agencies
* Ensure a consistent and continuous school wide focus on pupil achievements, using data and benchmarking to monitor performance transparently
* Line management of school support staff and other staff including technicians
* Responsible for the management of facilities including use of major building premises and associated income
* Lead on and develop business plans for the school
* Lead on health and safety within the school including ensuring that sufficient resources are allocated to manage health and safety within the school
* Lead, plan and manage projects as required, monitoring progress to achieve successful outcomes
* Take a lead role in the development and implementation of the strategic improvement plan and future resource requirements
* Lead on the development of policies and procedures relating to health and safety, security, confidentiality and data protection

**Communication and influencing skills**

* Use of understanding, influencing, empathising and communication skills with a range of people to achieve job objectives
* Select and successfully apply different methods of communicating effectively with colleagues and stakeholders Influence and / or persuade others to take a course of action using factual knowledge or information
* Manage others by using diplomacy, sensitivity and empathy
* Provide advice, guidance and support on a range of detailed and complex queries and enquiries from internal and external service users and members of the public
* Build and maintain effective working relationships with colleague to ensure the appropriate level of service is provided
* Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
* Provide advice to Senior Leadership Team, Governing Body and external agencies
* Recruit, select and manage people within legislation, regulations, professional and occupational standards, frameworks and codes of practice
* Member of senior management team and work strategically with the governing body
* Responsible for devising effective marketing and promotion strategies for the school(s)
* Foster and facilitate the development of actual and potential school partnership opportunities

**Initiative and Innovation skills**

* Work within school objectives, business plans, internal policies, procedures, internal and external guidelines and statutory requirements
* Analytical skills for business and finance planning, including whole school budget preparation and forecasting
* Develop strategic policies and initiatives including school(s) development plan and ensure compliance with policy, statute and national guidelines regarding support staff functions and others relating to child protection, health and safety, security, data protection, safeguarding
* Business and financial management of the school – responsible for financial planning, forecasting and expenditure of the school support budget
* Recommend changes to improve systems and processes.