JOB DESCRIPTION

Post title: School Business Leader

**Responsible to: Headteacher**

**Grade: PO12 (up to £8k market supplement)**

**Status: Permanent, full time**

This is an all year round post and the postholder will be expected to work a core 36 hour week, although it is acknowledged that the actual working hours will extend beyond this. The hours are 8.30am – 4.45pm Monday – Thursday and 8.30am – 4.30pm Friday. The postholder will be expected to take their annual leave entitlement during the school holidays.

It is expected that the postholder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

**FUNCTION OF THE POST:**

The School Business Leader (SBL) is the leading support staff professional.

The post holder is a member of the Leadership Team and is seen as a non-teaching Deputy Headteacher and is therefore key to the school’s success. The postholder plays a key role in School Improvement Planning, working collaboratively with the other members of the Leadership Team to achieve the school’s aims.

The SBL is the School’s lead financial professional, ensuring that financial planning, controls compliance, record keeping and reporting are co-ordinated and delivered to the highest standards. The SBL also has specific responsibilities for Human Resources and Payroll, Administration, Catering, IT Services, Health & Safety and Property.

The SBL provides strategic vision and leadership for support functions so that the school runs smoothly, efficiently and effectively and can deliver its aims and priorities. The SBL provides the professional leadership and management of non-classroom based support staff.

The SBL provides clear information, advice and recommendations to the Headteacher and Governors regarding the strategic development of support services giving due consideration for Value for Money and Best Value.

**CORPORATE**

1. Be a member of the Senior Leadership Team to contribute to the leadership, management, operation and development of the school.
2. To support with the shared duties of the Leadership Team including senior staff on duty, staff briefings, parent evenings, Saturday duties and other school events.
3. To promote the full implementation of legislation and guidance in relation to the protection and safeguarding of children and young people.
4. To lead on event management for a variety of school events and functions.
5. To lead on short-term projects as directed by the Headteacher.
6. Contribute to system leadership through purposeful collaboration with partner schools and other organisations.

**STRATEGIC**

1. Providing the leadership and management of Business Management, non-classroom based support staff and support services including:
* Undertaking strategic financial planning and providing advice to the Headteacher and Governors on the most effective use of resources.
* Ensuring that the business management functions operate in accordance with statutory regulations
* Interpretation of new legislation and guidance and identification of the implications for the School
* Ensure the effectiveness of services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision
* Ensuring effective procedures for the recruitment, appointment, induction, review and development of non-classroom based support staff
* Develop and implement procedures to evaluate the effectiveness of the support staff and feed directly into improvement planning
* Establish standard operating procedures and other processes to maximise efficiency and provide for service continuity in the event of staff absence
* Develop an on-going customer service focus
* Develop and share good practice across the school and into partnerships with other schools and relevant bodies
* Securing arrangements to source external advice and support where appropriate.
1. To facilitate the effective operation of the Finance and Premises Committees of the Governing Body.

## FINANCE

1. Ensure that finances are managed effectively and in compliance with all relevant financial regulations. This includes accounts official and private funds.
2. To be responsible for the preparation and setting of annual and long-term budgets including revised estimates, savings and growth, and the identification of future changes in funding levels and expenditure needs.
3. To be responsible for the monitoring of the budget for the current financial year including reporting to senior management and governors.
4. To establish appropriate arrangements for the financial planning and monitoring of any traded activities.
5. Preparation of year end accounts including securing appropriate arrangements for audit.
6. Provide advice to budget holders, staff and Governors relating to the efficient management of resources.
7. Ensuring effective arrangements for the provision of a payroll system for school staff including returns to Inland Revenue and other bodies.
8. Ensuring that procurement arrangements represent best value and meets relevant tendering procedures.
9. Ensuring proper accounting records are kept and control exercised over accounting arrangements including:
* Income received
* Purchasing & payments made
* Banking and cash flow
* Petty cash
* Returns of financial information to LA, EFA, DfE, Inland Revenue, Customs & Excise, the Charity Commission and other bodies as relevant
* VAT and taxation
* Control of debtors and creditors
* Inventory of assets
* School trips and educational visits
* Register of pecuniary interests.

**HUMAN RESOURCES**

1. To support and manage the work of the Human Resources Manager to ensure effective provision of:
* Advice and guidance on the development, interpretation and implementation of conditions of service and human resource policies.
* Effective arrangements for the sourcing of specialist human resources advice to ensure the school remains compliant with employment legislation.
* Cover arrangements for staff absence are in place.
* Monitoring of staff absences and implementation of agreed policies and procedures including return to work interviews.
* The recruitment of staff to include advertisement, short listing, interviewing and appointment.
* Maintenance of the Single Central Record and arrangements to ensure that all staff, governors and volunteers at the School have a valid and verified Criminal Records Bureau Certificate
* The provision of staffing information and changes relating to payroll operation.
* Provision of information and data relating to HR matters for both internal use and external agencies.
1. To have specific responsibility for the application of Human Resources policies for all non-classroom based support staff.

**FACILITIES MANAGEMENT**

1. To ensure that the estates function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements thorough both contracted out and in house provision including:
	* + Maintaining high standards of security of the site and contents
		+ Arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and school vehicles
		+ Arrangements are in place to deal with emergency repairs or call outs
		+ Purchasing arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations
		+ Developing and promoting energy efficiency measures
		+ The operation and development of cleaning and grounds maintenance services either through outsourcing or in house operation
		+ Arrangements are in place for the site to remain operational during inclement weather
		+ The work of any school staff and contractors meets the requirements of health and safety and other regulations.
2. Regular liaison with service providers for contracted out provisions to ensure compliance with contractual terms and effective operation.
3. To lead and co-ordinate the maintenance and development of the school site, and act as school lead for any buildings work.
4. To advise the Headteacher and Governors on the strategic development of the site to meet the development aims of the school.
5. To liaise with the DfE/EFA or other providers of finance, together with the schools professional advisers on all matters relating to capital building and development projects.

**HEALTH & SAFETY**

1. Act as Health & Safety Co-ordinator and Educational Visits Co-ordinator and seek to ensure full compliance with legislation from all (e.g. staff, pupils, contractors, visitors etc.).
2. To secure appropriate advice for the Headteacher and Governors on all Health & Safety matters.
3. To secure effective arrangements for the monitoring and audit of health and safety matters.
4. To comply with the requirements of the Health & Safety at Work regulations. To take reasonable care of the Health & Safety of all employees and to ensure that the Health & Safety responsibilities are carried out.

**ICT**

1. In liaison with the a Senior Lead Teacher develop the school’s ICT infrastructure.
2. Manage the performance of the ICT Managed Service Contract in relation to agreed KPIs and other performance criteria.

**WHOLE SCHOOL ADMINISTRATION AND STRATEGIC DEVELOPMENT**

1. To lead and co-ordinate the efficiency, effectiveness and continuous improvement of school administrative systems and processes to support the school’s priorities, and compliance with local and national requirements.
2. To ensure reception and internal administration support is developed and maintained to the highest standards.
3. To oversee responses to compensation claims lodged against the School in consultation with the Council’s insurers, risk management representatives seeking legal advice when appropriate.

**COMPANY SECRETARY**

1. To act as Company Secretary to the Haggerston School Charitable Trust.

**OTHER**

1. As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
2. As a member of staff in a School that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
3. May be required to be an appointed person for first aid.
4. As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities.
5. To carry out such other duties which may be required from time to time within the grading of the post.

The postholder will be expected to carry out all duties in the context of and in compliance with all School’s policies and procedures and in compliance with the London Borough of Hackney’s Equal Opportunities Policies and Code of Conduct.



* HR Manager
* Finance Staff
* Associate Staff
* Premises Manager & Staff (contract staff)
* Catering Manager & Staff (contract staff)
* Whole School ICT element of Assistant Headteacher role

**School Business Leader**

**Person Specification**

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| --- | --- | --- |
| **Qualifications** | 1. Professional qualification in accountancy or school business management
2. A relevant higher education qualification such as an MBA
3. Recognised qualifications in facilities management, health and safety or human resources.
 | **Essential****Desirable****Desirable** |
| **Experience** | 1. Significant experience of leading the strategic financial planning for a large organisation/service unit
2. Experience of monitoring a range of contracts such as Facilities Management and/or ICT Managed Services to ensure Value for Money and KPI requirements are met.
3. Evidence of successful management and leadership of diverse teams
4. Experience of working as a member of a Senior Team
5. Experience of working with Governors, Trustees or a Board of Directors
6. Experience of working with a range of external partners to achieve organisational aims.
7. Successful track record of managing complex projects from inception to completion.
 | **Essential****Essential****Essential****Essential****Desirable****Desirable****Essential** |
| **Knowledge and Skills** | 1. Ability to secure arrangements for the effective Facilities Management and Human Resources provision at the school
2. The ability to work strategically and to seek and implement creative solutions.
3. Strong skills in financial analysis, risk management and impact evaluation.
4. The ability and motivation to review and improve practice continuously.
5. Excellent leadership skills and the ability to inspire colleagues, peers and teams.
6. The ability to manage the performance of a diverse range of staff.
7. Excellent communication skills and the ability to act as a professional and positive ambassador for the school
8. Excellent literacy, numeracy and ICT skills
9. Highly effective administrative and organisational skills.
10. The ability to prioritise workloads and to work to given deadlines.
11. Knowledge of Premises Management requirements of a large site
12. Knowledge of Health and Safety legislation.
13. Understanding and appreciation of working in a school context and how the role contributes to safeguarding and positive outcomes for pupils
 | **Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Desirable****Desirable****Essential** |
| Personal Qualities and Attributes | 1. Energy, drive, commitment and enthusiasm
2. Evidence of a commitment to your own professional development
3. Entrepreneurial
4. To be an excellent role model
5. The ability to work collaboratively as a member of a variety of teams.
6. The capacity to work well under pressure, remain calm, and to cope with the unexpected.
7. Reliable, honest and trustworthy.
8. A willingness to commit to the school’s vision and to ‘go the extra mile’ in order to achieve it.
9. A commitment to equal opportunities.
10. A commitment to safeguarding and promoting the welfare of children and young people.
 | **Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential** |