



# Job details

## School Business Manager (*maternity cover to December 2020*)

<b>Post</b>	School Business Manager (maternity cover)
<b>Hours</b>	Full time/0.8fte
<b>Start Date</b>	As soon as possible (following DBS check) to December 2020
<b>Salary</b>	Dependant on experience

Thank you for requesting details of the above post. We hope the following details will give you an impression of an exciting opportunity to join an exceptional team to work in one of the country's top comprehensive schools and our new studio school. To that end, we include details about the Schools and the post. You can get more of a 'feel' for the life of the school by visiting our website [www.queenelizabeth.cumbria.sch.uk](http://www.queenelizabeth.cumbria.sch.uk) and [www.qestudio.org.uk](http://www.qestudio.org.uk) I appreciate that, for a post like this, there is much in addition that you would want to know and I can assure you that at the information stage we will share with you as much as is feasible. If there is anything specific you wish to know at this stage please don't hesitate to get in touch.

## The Post

### Job Purpose

- To work with the COO to provide professional leadership for the operation and strategic delivery of support services within the schools in order to deliver enhanced effectiveness, improvement and success.
- To support MAT Exec, Governors and Trustees
- To assist with strategic planning including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available.

### General requirements

- To establish excellent working relationships with all stakeholders
- Planning, management and delivery of efficient and effective business services, functions and systems that support excellence in teaching and learning.
- Working with the Finance Manager, HR Manager, Administration Manager, Payroll Manager, Heads PA, Head of IT Support, Catering Manager and Facilities Manager to ensure the smooth operation of all non-teaching areas

- Reporting and being accountable to Governors and Trustees. Working with Head's PA to arrange meetings, take and distribute minutes and provide company secretarial support.
- Assist the Headteacher with policy making, providing and suggesting amendments to model documents in line with the policy review timetable.
- Ensuring the Multi Academy Trust complies with all relevant legislation. Ensure returns are submitted in a timely fashion.
- Ensure Best Value through procurement and contract monitoring and management.
- Management of the school Human Resource function, including direct line management responsibility where appropriate.
- Ensure adequate electronic and paper management information systems are in place, including effective record management and production of reports and returns.
- Lead on specific events and projects as directed by the Headteacher

### **General Requirements**

- The Governing Body is committed to safeguarding and promoting the welfare of children, young adults and expects all staff and volunteers to share in this commitment.
- Strong commitment to continuous improvement
- Other reasonable tasks from time to time as directed by the Headteacher.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

### **Financial Management**

- Working with the COO to provide support for any matters relating to the administration of the school's finances and to ensure such matters are handled in accordance with the financial regulations.
- Working with the COO to develop a strategy in the preparation of the annual budget and the 3 year budget plan for approval by the Trustees. Provide details and variances to the throughout the year.
- To work with COO on preparation of bids in respect of grant applications.
- To maintain the Register of Business Interests and register of Related Party Transactions.

### **HR Management**

- To provide leadership and guidance for administration staff, including direct line management responsibility where appropriate.
- To support the HR manager in general HR matters.
- To be responsible for/ supporting professional development, appraisal and training of all support staff including satisfactory monitoring and reporting of probationary periods.
- To advise MAT Exec, Governors and Trustees on the policies needed to comply with legislation and the implementation of these policies in the school

## **Person Specification**

As has been suggested, we are really lucky to have such an incredible support staff working in our two schools. While people management, efficiency and organisational skills are essential, flexibility, friendliness and good humour are also necessary in Schools which prizes teamwork and positive relationships at all levels. The qualities we will be looking for include:

	Essential	Desirable
<b>Qualifications</b>		
1. Degree level or equivalent at professional qualification level	✓	
2. Management / Financial Management qualification or equivalent experience with demonstrable competency.		✓
3. Project Management qualification or equivalent experience with demonstrable competency.		✓

<b>Experience and knowledge</b>		
4. Evidence of successful management and leadership of teams	✓	
5. Experience of managing complex projects from inception to completion		✓
6. Experience of Company Secretary role		✓

<b>Personal Skills and profile</b>		
7. Ability to work and relate harmoniously positively and effectively within a multi-disciplinary and professionally passionate team	✓	
8. Ability to relate well to children and adults and operate within a sometimes emotive environment	✓	
9. Energy, commitment, enthusiasm and a flexible approach to working.	✓	
10. Excellent written and verbal communication skills.	✓	
11. Intermediate/advanced ICT skills including good working knowledge of Microsoft (Excel and Word)	✓	
12. Ability to prioritise and manage workload appropriately.	✓	
13. Able to embrace School Values	✓	
14. Willing to undertake sometimes extended and variable hours working including out-of-hours meetings and events	✓	

# How to apply

If you feel you would like to apply for the job, as well as filling in all sections of the application form, could you also write a short letter (two sides A4 max) covering the following:

- Your relevant experience
- What you feel you could bring to the Schools
- Why the job appeals to you

You should let us have your application form and letter as soon as possible and if successful, we will invite you to interview. We are afraid costs preclude us informing unsuccessful applicants personally.

QES and QESstudio is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with previous employers and an Enhanced Disclosure and Barring Service check.

We do hope you will take the time to apply. This is a marvellous school in which to work and this is a very exciting opportunity. If you require further information or wish to discuss any issues, please do feel free to give us a ring. In the meantime, good luck with your application. We look forward hopefully to meeting you soon.

C O'Neill

A Wilkinson

Headteacher, Queen Elizabeth School

Principal, QESstudio