

Job Specification

Job Title: School Business Manager

Grade: Leadership 4 – 8

Salary: £50807 - £56082 per annum
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Reporting to: Headteacher

Manager's Grade: Leadership

Service Area: Family

Service Directorate: Children and Young People

Overall Purpose of the Post:

<p>To provide leadership and management of the school's strategic and business resources to support the school in its primary function of teaching and learning. To operate as part of the Senior Leadership Team to assist the Headteacher in achieving objectives identified in the School Improvement Plan.</p>
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Requirements for the post

	Essential	Desirable
Qualifications/ Training	<p>Honours Degree or equivalent relevant professional qualification (qualifications below degree level will be considered if applicant can demonstrate solid experience and evidence of CPD)</p> <p>Level 4/5 or equivalent business/management related professional qualification</p>	<p>Accountancy Qualification Preferable</p> <p>Recognised School Business Management Qualification or willingness to study for such.</p>
Knowledge	<p>Knowledge and understanding of Health and Safety legislation including the production of risk assessments.</p>	<p>Applied knowledge of Human Resource Management</p>
Experience	<p>Experience in financial management including managing budgets, composition of financial reports and monitoring of expenditure.</p> <p>Experience of project management, planning, managing, and monitoring of departmental work.</p>	<p>Experience of managing and negotiating contractual agreements.</p>
Skills and Abilities	<p>Excellent IT Skills & Excellent communication skills (both written and verbal).</p> <p>Excellent analytical skills.</p> <p>Strong organisational and planning skills.</p> <p>Has a proactive and creative approach to their work.</p> <p>Ability to interpret complex legislation and regulations.</p> <p>Ability to prioritise and manage conflicting demands.</p> <p>Drive and enthusiasm.</p>	
Professional Development	<p>Ability to provide evidence to show a commitment to professional development.</p>	

<p>Values</p>	<p>Committed to Kettlethorpe High School values</p> <p>Support the School ethos and values at all times both within the school and the wider community.</p>	
<p>Personal Qualities</p>	<p>Planned and organised approach to workload.</p> <p>Works accurately and methodically with attention to detail.</p> <p>Maintains absolute confidentiality and integrity.</p> <p>Thinks laterally and instigates new ideas and approaches.</p> <p>Positive “can do” approach to tasks.</p> <p>Ability to keep calm in challenging situations.</p> <p>Excellent interpersonal skills.</p> <p>Professional attitude and appearance.</p> <p>Committed to providing the best for all pupils across the school</p>	

Key Outcomes/ Activities:

Primary Areas of Responsibility

- Provide strategic leadership and development of the resource and business functions of the school and its premises.
- Provide outstanding operational management for all aspects of business services, including finance, facilities and estates management, HR, school administration, catering and health and safety.
- Provide strategic financial information for the Headteachers linked to clear objectives within the School Improvement Plan.
- Develop and support strategies to progress the school, which include maintaining links with the community, families and local environment.

Key Responsibilities and Accountabilities

Ensure that all activities within the school serve the vision, strategic direction and priorities outlined by the school.

Leadership and Strategy:

- Attend Senior Leadership Team (SLT) meetings and appropriate Governor meetings.
- Assist the Headteacher in managing the school as a full member of the Senior Leadership Team
- Provide strategic management for compliance, human resources, premises, finance, whole school administration, health and safety and marketing
- Advise SLT on appropriate courses of action relating to all areas of responsibility
- Influence strategic decision making within the SLT.
- Plan and manage in accordance with the School Improvement Plan.
- Provide outstanding strategic and operational leadership of all areas of responsibility.
- Assist with the development of and ensure local compliance with policies and procedures and those relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Develop local policies/procedures as required by the headteacher
- Performance manage all staff with respect to all areas of responsibility; through regular meetings, settings of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
- Maintain an up to date understanding of relevant educational issues, policies and legislation; and incorporate the implications within the operation of your role.
- Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.

Financial

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

- Ensuring that the school has effective financial management and that all appropriate financial systems are in place to ensure accurate financial records are maintained in accordance with agreed policies and timetables, including reconciliation according to the LA financial regulations

- Preparing an annual budget for income and expenditure linking the finances to SDP priorities
- Ensuring that Headteacher and Governors are presented with accurate financial monitoring reports on a regular basis.
- Ensuring that the financial transactions in the school are processed in an appropriate manner and school's finances are audited and financial standards, including SFVS, etc are followed
- Management of cash-flow and operating of all bank accounts, ensuring regular reconciliation takes place.
- Managing the finance systems and giving guidance to other users.
- Preparing appraisals for particular projects and the development of long-term initiatives for the school.
- Writing bids for funding as required by ESFA, DfE, LA and other funding agencies. Managing procurement and the tendering for all service contracts with a view to cost effectiveness and ensuring best value.
- Ensure good risk management and loss prevention strategies are in place in the school to reduce insurance costs.
- Monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
- Promoting the school's activities and premises with the objective of maximising letting income, within agreed policies.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- Monitoring the standard and cost effectiveness of all major contracts within the agreed performance indicators.
- Investigating and implementing activities to attract additional sources of funding.

Human Resources

- To lead the HR Manager liaising with payroll and external providers and preparing statutory returns as required.
- To assist, as required, with the recruitment and selection process of new staff.
- Manage the school's non-teaching operations and line manage support staff as required
- Liaise between line managers/teaching staff and support staff
- Undertake induction/appraisal/training/mentoring and hold regular meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring of other staff
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Support the Principal and other senior leaders in the recruitment of teaching staff
- Provide advice and guidance to staff, SLT and others on complex issues, including the application of HR policies and procedures
- Manage the administration of payroll and ensure timely submission of all relevant information to the Trust's payroll team
- Responsible for monitoring, administering and managing staff absence in accordance with agreed procedures

Facilities and Site Management

- Ensure, via management of the premises team, the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Be responsible for the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site, including the purchase and repair of all

furniture and fittings in conjunction with the Premises Team.

- Ensure the continuing availability of utilities, site services and equipment.
- Develop, establish and manage effective procedures for site management and maintenance.
- In accordance with the school's framework monitor, assess and review contractual obligations for outsourced school services.
- Ensure a systematic procedure for asset management, which ensure an accurate and current asset register.
- Ensure a secure and safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Manage any letting of the school premises to external organisations, for the development of the extended services and local community requirements.
- Ensure the schools arrangements for insurance is effectively managed within the school.
- Act as the schools Lead Person for Health & Safety and as Fire Officer, to advise on all Health & Safety matters, including measures in the event of emergencies.
- Be responsible for the schools written Health & Safety Policy Statement and ensure this is clearly communicated and available to all people.
- Manage Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and school requirements.
- Ensure systems are in place to enable the identification and effective minimisation of hazards, including personally undertaking regular risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors, and where appropriate the Local Authority
- Taking the lead on compiling and implementing a Premises Development Plan an Asset Management Plan and, acting as Energy Manager, to include energy conservation.
- Through regular contact with the Premises staff, ensuring the proper maintenance, checks and repair of the school is carried out, and progress monitored.
- Ensuring the appropriate placing and monitoring of all premises related service contracts.
- Appraising projects for the development of the school.

School Administration

- Develop and lead the whole school administrative function in conjunction with the Office Manager.
- Ensure the efficient and effective running of the general office as one of the school's main points of contact, as well as the centre of daily administration in conjunction with the Office Manager.
- Lead the effective marketing of the school; including adherence and development of the schools agreed branding, the production of the school prospectus and hold responsibility for general communication in print and through the website.
- Prepare information for publications and returns to the DfE, the Local Authority and other agencies and stakeholders within statutory guidelines.
- Ensuring inventories of equipment and stock are maintained.
- Ensuring school transport requirements are met effectively, with a view to both cost and safety.

Line Management Responsibilities

- The Business manager will be responsible for managing designated support staff.
- To manage the staffing operation of all designated staff.
- To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
- To manage support staff attendance and leave to ensure a continuous service throughout the year.
- To monitor the effectiveness of the support staff to meet the needs of the school.

Other Responsibilities

- Must be able to attend evening meetings as and when required.
- The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Manage Own Performance and Development

- To take responsibility for your own development, keeping up to date with financial processing requirements and systems updates.
- To set a good example to students in terms of presentation and personal conduct.
- To engage actively in the policy review process.

General School Responsibilities

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure equal opportunities for all.

Contribute to and uphold the vision and ethos of Kettlethorpe High School.

Recognise own strengths and areas of expertise and use these to advise and support others.

Promote teamwork across teams, working in partnership to ensure effective working relations.

Treat all users of the Kettlethorpe High School with courtesy and consideration.

Be aware and comply with all Kettlethorpe High School Policies at all times.

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Responsibility for Resources

Employees (Supervision):

HR Manager
Facilities Manager
IT Manager
Office Manager

Financial:

Gross annual budget - £11 million
Devolved Formula Capital
All other devolved grants
All other grants received other than devolved grants

Physical:

Responsibility for significant financial and HR management information systems, the accurate processing and reporting on all financial records, budgets and data across the school.

Responsibility for People:

The jobholder has a substantial responsibility for implementing regulations and providing advice and guidance on internal policies and procedures which will involve high levels of interpretation to meet specific circumstances of the school.

Responsibility for Policy Development:

The jobholder has a statutory duty to implement procedures to comply with statutory financial regulations and HR/H&S across school/council functions.
Direct responsibility for financial, HR, H&S policy development, ensuring all school policies reflect up to date relevant statutory regulations.

Service Users:

The job holder liaises with the Governing Body, Headteacher and SLT, HR Manager, Site Manager, IT Manager, Finance colleagues, all school based staff, SLA providers and external parties/bodies as required.

Internal Contacts:

High level contact across the school and Local Authority

External Contacts:

High level contact with outside agencies with public bodies including Government Departments

Working Conditions:

Office based. Jobholder will be required to work flexibly to meet the demands of the role including attending Governing Body meetings on an evening.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- **Evidence of entitlement to work in the U.K.**
- **Evidence of essential qualifications**
- **Two satisfactory references**
- **Confirmation of medical fitness for employment**
- **Registration with appropriate bodies (where applicable)**

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- **Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level**

Date completed: November 2024