

Vacancy details

Job title: School Business Manager

Department: Senior Leadership Team

Responsible to: Headteacher

Salary: £50-£65,000 dependent upon experience

Hours of work: 08.00-17.00 Monday – Friday. Flexible working would be considered.

Terms: Permanent, full time with 35 days holiday (*this can be taken within term time with negotiation*), plus public holidays

Starting: As soon as possible

Overview

Marylebone Boys' School is a Free School which opened in September 2014. We now have 600 boys in Years 7-11. Our mixed Sixth Form opens this September and will eventually have over 800 pupils studying at our school.

We are an inner-city boys' school with a cohort of 50% Pupil Premium students. We are an academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential. Our motto is "studio et industria" (through application and hard work).

In September 2018, we opened in our permanent site, a brand new building located in the heart of the prestigious Paddington Basin area. We are now part of a wider development by Westminster City Council, just a stone's throw from Paddington Station with all the benefits of Crossrail as well as the existing Underground and National Rail connections.

We follow safer recruitment practices and appointments are subject to a satisfactory enhanced DBS.

Summary of the role

We are seeking to appoint a School Business Manager who will be a key member of the Senior Leadership Team.

This is an exciting role working with the Headteacher and Senior Leadership Team to establish and grow the school at its permanent site in Paddington Basin. There will be the usual combination of strategic and operational leadership which would be expected in a School Business Manager role, plus the additional challenge of managing change and growth.

The role requires excellent stakeholder management. There are a number of external contracts and relationships that need maintaining. The school has been fiscally responsible and well managed, however there is scope for developing the fundraising aspect of the school.

Within your role, you will manage an established support team of seven staff.

Job purpose

To provide strategic leadership and development of the resource and business functions of the school.

To provide strategic financial information for the Headteacher and the Governing Body, and to be responsible for the financial affairs of the school.

To provide and oversee operational management for all aspects of business services including finance, personnel, facilities management, school administration, catering, ICT services and health and safety.

To maintain the systems and processes in place and identify new ones to support the school as it matures.

Key responsibilities

Strategic leadership

- Attend Senior Leadership Team (SLT) meetings and appropriate governor meetings.
- Influence strategic decision making within the SLT.
- Plan and manage change in accordance with the strategic plan.
- Provide strategic and operational leadership of all areas of responsibility.
- Performance manage support staff with respect to all areas of responsibility; through regular meetings, setting 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.

Financial management

- Provide strategic advice to the Headteacher and Governing Body on the long term and short term budgets for the school.
- Be responsible for monitoring actual spend against forecasted spend and offering immediate advice to the Headteacher on areas of concern.

- Have responsibility for ensuring that all staff follow the school's financial procedures, and appropriate, clear policy guidelines are in place and acted upon.
- Ensure that all financial activities comply with the school's financial regulations.
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Oversee the ordering, receipt of goods and authorisation of payments through the school's financial system.
- Lead and manage operation of the school bank accounts, including monthly reconciliation of bank statements.
- Liaise with and provide information to the school's auditors and ensure that recommendations are implemented.

Operational management

Facilities and estate management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of the school premises.
- Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- 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 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 and I.T. are monitored and managed effectively and that suppliers deliver in accordance with contracts.
- Manage any letting of the school premises to external organisations, for the development of the extended services and local community requirements.

Health and safety

- Ensure the school's arrangements for insurance are effectively managed and provide adequate cover.
- Act as the school's lead person for health and safety and as Fire Officer.
- Manage health and safety issues associated with the premises, ensuring compliance with relevant legislation and the school's requirements.

- Ensure systems are in place to enable the identification and effective minimisation of hazards and risks.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, governors, and external agencies.

Human resources (HR)

- Ensure an efficient payroll service for all school staff, including the management of pension schemes and associated services, in conjunction with the school's payroll providers.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Ensure the school's policies and procedures are clearly communicated to all staff in school.
- Manage the recruitment, performance management, appraisal and development of all support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff.
- Participate in the HR & Remuneration Committee, Finance Committee and Audit Committee.
- Make use of specialist expertise in relation to HR issues.

Management information systems (MIS) and ICT

- Establish systems to monitor and report on the performance of technology within the school, liaising with external providers and experts as needed.
- Manage existing, and the introduction of new, technology within the school – delivering outstanding value-for-money.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems.
- Develop and manage contingency plans in the case of technology failure.
- Provide leadership of the MIS in the school to ensure their effective and efficient use across the school.

School administration

- Lead and develop the whole school administrative function (seven members of staff).
- Ensure the school's role in acting as the Admission authority is statutorily and effectively discharged, including management of any admission appeals.

- Lead the effective marketing of the school; including adherence to the school's agreed branding, the production of the school prospectus and general communication in print and through the website.
- Manage systems and link processes across the school to form complete systems.
- Be responsible for the preparation of information for publications and returns to the DfE, the local authority, and other agencies and stakeholders within statutory guidelines

Establishing systems and processes in a growing organisation

- Develop, establish and manage effective procedures for all areas of responsibility.
- Ensure that internal processes and externally provided services are fit for purpose for the size of the school.
- Plan and monitor changes needed to financial, resourcing and administrative systems as the school grows due to the new Sixth Form and expanded intake.

The duties listed above are not an exhaustive list; employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment for disabled applicants, or for continued employment for any employee who develops a disabling condition. This job description is current at the date advertised but may, in consultation with you, be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Qualifications	<p>Degree qualification or equivalent</p> <p>Professional qualification in business management, accountancy, and/or human resources</p>	Member of the Institute of School Business Leaders
Experience	<p>At least 3 years' experience in financial, HR, business and/or premises management</p> <p>Experience of developing effective administrative systems and procedures</p>	<p>Leadership within the public or private sector</p> <p>Education sector experience</p> <p>Experience of driving through organisational change</p> <p>Experience of producing a wide variety of reports including detailed management accounts.</p> <p>Experience of project management</p>
Knowledge and understanding	<p>Good knowledge of financial principles and standards</p> <p>Good knowledge of effective IT administration systems</p> <p>Clear understanding of HR processes and systems needed to ensure a high quality professional learning environment</p> <p>Sound knowledge of policy and practice regarding premises management, health and safety, and human resources.</p>	Knowledge and up to date understanding of child protection, safeguarding issues and procedures and the ability to keep children and young people safe.



Marylebone Boys' School

STUDIO ET INDUSTRIA

	Ability to use computer systems including word processing skills, and to produce tables, spreadsheets and statistical returns.	
Personal attributes	<p>A successful enhanced DBS check</p> <p>Highest levels of integrity, probity and reliability</p> <p>Ability to work under pressure</p> <p>Adaptability to change</p> <p>Ability to learn new skills and acquire knowledge</p> <p>Good personal organisation</p> <p>Attention to detail</p> <p>A great sense of humour</p> <p>A willingness to participate in any aspect of school life</p>	

APPLICATION PROCESS

- We follow safer recruitment practices and appointments are subject to a satisfactory enhanced DBS. Contact us if you would like more information about the school or the position on jobs@maryleboneschool.org.
- Complete the application form fully, including the separate supporting statement (maximum 2 pages).
- The deadline to apply for this post is 5.00pm on Friday 16th August 2019.
- Send your applications to jobs@maryleboneschool.org.

INTERVIEW PROCESS

- The shortlisting process will take place on Monday 19th August.
- Shortlisted candidates will be invited to attend the interview scheduled to take place on Friday 23rd August. Candidates are requested to reserve this date in case they are invited to interview.
- The interview process will include panel interviews, as well as written exercises.
- We will inform all invited candidates of the outcome of their application and offer feedback to those who are unsuccessful.