



Stafford Manor High School				
Job Number	Post Title	Grade	Points	Date
S195	Business and Facilities Manager	Grade 10	Hay 353	January 2013

Reporting Relationships

Responsible to: Senior Leadership Team

Responsible for: Finance, HR, Admin, ICT, Facilities, and Health & Safety

Responsible to: Headteacher

Responsible for: Finance Assistant, Office Manager, Community Leisure Manager, Senior Network Technician

School Purpose and Values

Our vision is to inspire lifelong learning.

Our aim is to encourage equality, respect and diversity. To build emotional and intellectual resilience in our pupils. To inspire innovation and enterprising behaviours. To enable the pupils to learn and achieve through doing. To inspire community cohesion and lifelong learning and to have a can do, will do, mind-set.

Purpose and values of department

Our values are to help people help themselves. To take responsibility for, and answer to, our actions. We are fair and unbiased. We are honest about what we do. We encourage others to take responsibility for the school community and we work together to improve this. We care about other people in our school and the community.

Statement of Purpose

To work as a member of the senior leadership team under the direction of the Headteacher to contribute to the strategic planning, development and monitoring of support services within school, taking effective responsibility for Finance, HR, Admin, ICT, Facilities and Health and Safety.

Support Financial Management

- Advise the Headteacher and Governors on financial policy and business plans.
- Prepare annual estimates and regular reports upon income and expenditure, monitor accounts against budgets and report on the financial state of the school to the school governors.
- Provide financial management information to and directly advise the SLT.
- To advise the Headteacher and governors on planning the school's three-year budget planning process annually, including preparing the preliminary annual budget plans.
- Monitor all accounting procedures and resolve any problems, including the ordering, processing and payment of all goods and services, the operation and regular reconciliation of bank accounts, the maintenance of an assets register, preparation of invoices, collection of fees and other dues, and recovery of bad debts.
- Managing school fund or similar budget.
- Prepare financial returns for the LA and other central and local government agencies within statutory deadlines.
- Prepare final accounts for school auditors.
- Monitor closely all financial records.
- Liaise with Financial Services.
- To complete annual Benchmarking and prepare a report for Governors.

Support to Other Staff

Human Resources

- Maintain confidential staffing records.
- Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained.
- Report absences.
- Monitor and check claims for employment e.g. additional hours, casual/supply claims, travel claims.
- Assist with the arrangements for cover.
- Liaise with HR service on specific HR issues.
- Liaise with Payroll services as appropriate.

Support HR Management

Line Management responsibilities:

- To directly line manage 5 staff, providing guidance and support in their individual line management roles.
- Create and implement recruitment/induction/appraisal/training/mentoring systems for support staff.

Support Organisational Management

Facilities Management

- Purchase, repair and maintenance of furniture and fittings.
- Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Make recommendations to the Headteacher and governors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible and once authorised, oversee the spending of these funds, consulting heads of department to ensure that both repairs and improvements are fit for educational purpose.
- Liaise with contractors in connection with major building works proposed for the school including quotations and/or site visits.
- To monitor and manage the school's contracts and to assist the Headteacher in tendering for new contracts.
- Undertake risk assessments
- Manage the school lettings arrangements.

Administrative and IT Management

- Manage all administrative systems and functions.
- Undertake general clerical duties as and when necessary e.g. switchboard, reception duties.
- Make recommendations to the Headteacher and Governors on the IT development plan, ensuring funds are available as part of the budget planning process.

Health and Safety

- Monitor all school trips and ensure appropriate documentation is completed and submitted.
- Ensure emergency evacuation procedures, tests and records are in place and recorded.
- Responsible for the day to day operation of the schools Health and Safety policies and procedures, including liaison with site manager, co-ordination with governors, and ensuring that appropriate reporting and record-keeping is maintained.
- Completion of annual Health & Safety premises checklist.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Business and Facilities Manager
Level 4+**



**Stafford Manor
High School**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Experience</p> <ul style="list-style-type: none"> • Several years' experience working in a business environment at a management level. • Demonstrable experience of schools' financial management. 	AF/I
	<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Degree in Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification, or experience in relevant discipline. 	AF/I
	<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Full working knowledge of relevant polices/codes of practice/ legislation. • Ability to interpret advice/statute and to devise policy/practice in the light of these. • Detailed working knowledge of health and safety policies and practice. • Detailed working knowledge of educational visits policies and practice. • Robust understanding of facilities management issues and solutions. • Ability to manage a multi-disciplinary team effectively. • Ability to relate well to children and adults. • Ability to persuade, motivate, negotiate and influence. • Excellent communication skills. • Excellent organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensures own service delivers the diverse needs of its customers and encourage social inclusion • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities • Helps others to find value for money ways to continuously improve the service 	AF/I

	<ul style="list-style-type: none"> • Anticipates the need for change and proactively introduces systems to ease and support transition • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process • Creates a sense of self belief, energy and pride in others about what the school are setting out to achieve • Plans communication effectively and acts as a role model in providing open, honest communication • Ensures team are focused on the contribution they must make • Handles sensitive issues constructively to resolve conflict • Manages demanding workloads and meet commitments • Ensures the team receives sufficient resources and backing to deliver against objectives • Manages performance robustly within a inclusive working environment that values everyone’s contribution, coaches others in developing and maintaining effective relationships and team working • Overcomes obstacles to achieve teams objectives • Takes considered risks using initiative and flexibility to deliver • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring • Promotes a culture of trust, where honest and constructive feedback is sought • Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success • Develops and nurtures networks within and outside the organisation 	
--	--	--

AF = Assessed at Application Form
Assessed through Test

I = Assessed at Interview

T =

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Recruitment Team on 01785 276480