

Job title:	School Business Manager (Primary School)
Grade:	PO4 (£46,000 to £49,000) 1.0 FTE
Reports to:	Chief Executive Officer
Staff managed:	Administrative staff Premises staff ICT support staff

The Emmanuel School Trust

The Emmanuel School Trust is a faith-based education charity established to provide excellent education service within the community.

The Trust has its roots in the Christian faith and is an exempt charity and a Company Limited by Guarantee.

Its schools are inclusive and welcoming, where students of all faiths and none, from different backgrounds and abilities are valued and respected.

Currently, the Trust has one primary school, Emmanuel Community School in Walthamstow (where this role will primarily be based), with a second school due to open in 2025.

The Role

As School Business Manager, you will have the opportunity to make a real difference to the lives of our children, whilst developing your own professional skills and expertise.

You will already be a successful practitioner with real ambition to improve the life chances of the pupils at our current primary school. We expect the School Business Manager to complement and further enhance our uniquely positive culture where every child is expected to excel and where their progress is supported each step of the way.

The School Business Manager is responsible for the management, supervision and provision of school support services. This includes services that are delivered directly by staff working at the school and services that are supplied by the Trust and other commercial providers under contract or service level agreements. These services may cover:

- Accounting and financial management
- Administrative systems, procedures and services
- Personnel and payroll administration
- Premises and facilities management
- Curriculum, administrative and financial ICT systems
- Health, safety and security
- Cleaning, catering and grounds maintenance
- Support to the governing body and its committees and sub committees.

The School Business Manager is responsible for managing the strategy and operation of the business functions of the school, including financial management, administration and governance, risk and facilities management, and commercial. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, allowing other members of the senior leadership team to focus on teaching and learning.

As the designated Chief Finance Officer (CFO) for the Trust (in line with the requirements of the Education and Skills Funding Agency), the School Business Manager will also support on Trust-related finance matters, including establishing and reviewing key business policies and procedures to ensure they are robust and properly managed/monitored. The School Business Manager will provide support to the Trust Board, working closely with the finance portfolio Trustee in particular. Note that the level of work required in discharging the CFO responsibilities is commensurate with the current size of the Trust (one primary school).

Roles and responsibilities

1. Preparation of the draft annual school budget and the regular monitoring and periodic reporting on that budget to the headteacher, the governing body and the Trust.
2. Accounting, bookkeeping and administration of the current school's financial resources to best practice standards and in accordance with the financial regulations of the school (which the postholder will be responsible for developing and maintaining)
3. Responsibility for the efficient and effective management, development and maintenance of the school's administrative systems, procedures and policies, which includes management of:
 - People
 - Information
 - and infrastructure
4. Maximising school income through income generation and through efficient and effective claims and reclaims procedures and processes for grants
5. Liaising with the Headteacher to manage communications, public relations, school marketing, events and complaints
6. Responsibility for the efficient maintenance and development of administrative and financial information communication technology systems and facilities including, where applicable, monitoring the service of providers
7. Personnel administration, monitoring the quality of service of the personnel services provider(s) and working with providers to resolve problems, queries and complaints
8. Payroll administration, monitoring the quality of the payroll services provider(s) to make sure that payments and deductions are paid correctly and on time to the right location, and working with providers to resolve problems, queries and complaints
9. The management of site security and safety and responsibility for the school buildings/premises/site development plan and maintenance and repairs programme

10. Overseeing lettings and community use of the site, facilities or premises for a full service extended school
11. Responsibility for the provision of clerking and support services to the governing body and its sub committee, including the monitoring of service provision by providers and which may include the role of clerk to the governing body
12. Ensure school-based data protection officer is carrying out their responsibilities for data and information protection and ensuring the timely completion of information returns required of the school
13. Health, safety and security including:
 - Ensuring school has adequate Fire Officers
 - Ensuring health and safety inspections, risk assessments are carried out and supporting others to carry out risk assessment
 - Responsibility for disaster recovery policy and planning
 - Responsibility for critical incident policy and planning
14. Monitoring the quality and specification compliance of the cleaning, catering and grounds maintenance providers including joint working with any authority-wide or shared client-side officers (where applicable) and/or direct management and supervision of school staff delivering such services if applicable
15. Responsibility for ensuring the provision of the best quality customer service to internal and external customers and school stakeholders
16. Working with the headteacher and advisers from the Trust, ensure best value for money in the services and products required by the school
17. Monitoring contracts for services provided to the school and for school contracts and tendering processes
18. The evaluation and analysis of the implications of policy and regulatory change (within the remit of the post holder), which may have an impact on the school
19. To participate in strategic planning, school development planning, business and long term financial planning and the action planning, target setting and monitoring and evaluation that arises from this role
20. The day-to-day management, supervision and support of designated school staff and their performance management and continuing professional development

Notes:

1. The Trust expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with

them.

3. This post will be subject to review with the postholder after one year and may then be reviewed from time to time

School Business Manager (Primary School)

Person Specification

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to manage the work and outcomes of other people	✓		Application & interview
Ability to manage the financial resources of the school to best practice standards	✓		Application & interview
Ability to communicate and interact effectively with adults, children and young people	✓		Application & interview
Ability to manage the information and data requirements of the school and a variety of outside agencies	✓		Application & interview
Ability to manage ICT systems	✓		Application & interview
Ability to write effectively for a variety of different audiences	✓		Application & interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
A thorough understanding of health, safety and security issues in schools	✓		Application and interview
Expert knowledge in at least two of the non finance functional areas covered by this post	✓		Application and interview
A thorough understanding of and personal commitment to equality of opportunity	✓		Application and interview
A proven understanding of how to improve quality on performance in service delivery	✓		Application and interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application and interview
Qualifications and experience			
ICT certification to support word processing skills, database and spreadsheet skills		✓	Application & interview
GCSE at level A – C in English and mathematics (or equivalent)		✓	Application
NVQ Level 4 or equivalent professional qualification (CIMA, CIPD, CSBM)		✓	Application

Five years' relevant experience in finance, personnel or administrative management	✓		Application & interview
Previous experience in computerised finance pay, personnel and administrative systems	✓		Application
Experience in the MIS computerised packages commonly used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency and complete the Certificate in School Business Management (where relevant)		✓	Application & interview