

**CANON SLADE SCHOOL**

**Bradshaw Brow**

**Bolton**

**BL2 3BP**

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**School Business Manager**

**Closing Date for Applications: Tuesday 23 April 2019 at 9.00am**

**Interview Date: Friday 26 April 2019**



**Proud to be part of**

 

**Canon Slade School**

**Job Description**

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| Job Title: | | School Business Manager | Department: | SLT |
| Level/Salary Range: | | Grade N Points 50 to 53 | Reporting to: | Headteacher |
| Contract term: | | All year round | Hours per week: | 37 |
| Safer Recruitment Statement | | | | |
| The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | | |
| Vision statement | | | | |
| *“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:*   * Offering a high quality, inclusive and distinctive education * A caring and nurturing environment based on our Christian values * Recognising the unique nature of each child. | | | | |
| All staff employed by the Bishop Fraser Trust are required to | | | | |
| * uphold and promote the Trust’s vision * uphold and promote the Christian ethos of all schools in the Trust * support and contribute to the achievement of all students academically and pastorally * support and contribute to the Trust’s responsibility for safeguarding all students * undertake professional training to enhance personal development and job performance; * Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection * maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect * share best practice, expertise and skills with others | | | | |
| Main objectives of the role: | | | | |
| The strategic direction and leadership of all aspects of budgeting, cost efficiencies, financial management and business management of the school, including the development, implementation and maintenance of the financial procedures and systems ensuring that, in conjunction with CFO, all legal and governance requirements are satisfied.  Setting up, commissioning and maintaining the school’s annual budget and providing specialist advice to the Finance and Resources Governing Board.  Strategic oversight of all school premises, Health & Safety, facilities site management, catering and ICT service arrangements.  Leading the acquisition of funds for the school and developing the site for pupils and staff.  The post holder shall have the professional duties of a Senior Leader in accordance with the requirements of the school’s vision and objectives. The post holder will model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the school and leading by example.  The responsibilities of the role require the Business Manager to be the lead professional adviser to the Finance and Resources Governing Board and attend full Board meetings and other sub-committees as required, as well as reporting to the CFO of the Bishop Fraser Trust to ensure collaborative working. | | | | |
| Job Description | | | | |
| **In carrying out the responsibilities set out below, the Business Manager will:**   * Ensure there is strict adherence to financial propriety, ensuring that all standards are met and reported accurately to the Headteacher, Governing Board, and Education and Skills Funding Agency (EFA). * Deliver the Governors’ vision of a financially secure and well managed school which meets the needs of all stakeholders * Develop innovations and build capacity for organisational change whilst maximising income generation and ‘best value’. * Fully support and contribute to the School Improvement Plan in meeting its aims, managing any development projects within the areas of responsibility. * Contribute to and model the vision, values and ethos of the academy in a purposeful and inclusive manner.   **Line Management Responsibilities for:**   * Site Manager * Catering Manager * ICT Network Manager * Finance Manager * Office Manager   The post holder is responsible for the overall management, leadership and development of these designated school support staff and responsible for ensuring an efficient and effective service is provided. This includes effective team communication, induction, training and appraisal.  **Finance Responsibilities are to**:   * manage the school’s financial management system and school finances; * be responsible for the preparation and delivery of short, medium and long term financial planning; * cost out school improvement plans and contribute to senior leadership plans for school improvement; * maximise income generation from all potential sources, within the strategic objectives/ethos of the school in conjunction with the Canon Slade Trust; * allocate and monitor the progress of all financial work, focusing on developing productive relationships with colleagues and all stakeholders; * take responsibility for ensuring provision of information for financial audit arrangements on behalf of the school; * ensure compliance with Schools’ Financial Value Standard accreditation and other government regulations; * ensure that all financial procedures are followed in accordance with school and EFA orders, providing support and advice for colleagues as required; * liaise with the CFO and EFA and provide relevant financial reports and information; * work closely with the HR Officer and Finance Manager/Officer with regards to payroll; * work with the SLT with regards to staffing requirements; * monitor all income and expenditure, including school fund and provide financial reports as required; * produce the school budget plan in conjunction with the Headteacher; * manage the school’s stock records and asset register; * provide end of year balances and projections for medium and longer term budget planning; * manage and maintain insurance records; * take responsibility for the register of staff pecuniary interests; * provide timely, accurate and meaningful financial reports to the Governors and SLT; * advise senior staff and governors on any financial matter affecting the school; * support all colleagues in matters of finance and liaise with outside organisations and companies; * be responsible for the monitoring and control of capital expenditure on buildings and grounds, placing contracts, the appointment and monitoring of contractor services; * monitor service level agreements and contracts ensuring efficiency, effectiveness and value for money are achieved; * prepare paperwork relating to renewal of tender documents; * provide professional development for Governors in relation to school finance; * keep abreast of the political, economic, social, technological, legal and environmental factors which may impact on educational practice and strategic intent. * ensure department budgets are matched to school development priorities   **Health & Safety responsibilities are to:**   * be responsible for health and safety issues specific to the school and know how they relate to students, staff, visitors and contractors; complying with requirements for Health & Safety at Work Act and other legislation * oversight of the school transport strategy ensuring value for money and safety requirements are met * lead senior staff and governors on health and safety issues affecting the school; * provide regular feedback to SLT on health and safety issues; * produce action plans to address health and safety concerns and monitor their completion; * identify training needs to help address health and safety concerns throughout the school and work closely with the Senior Leader responsible for CPD and the HR Officer to meet these needs; * lead the school’s Health and Safety meetings and agendas; * act as the school’s Health & Safety Co-ordinator and Fire Officer and lead on the fire evacuation and emergency invacuation procedures; * take responsibility for the induction of new staff on health and safety matters.   **Estate Management & Development responsibilities are to:**   * liaise with senior staff and the CFO in matters relating to tender procedures and bids for external funds; * with the support of the Site Manager, maintain and develop the school Asset Management Plan; * quality assure the site manager’s maintenance schedules, to ensure they fit budget specifications and meet legislative requirements; * ensure tenders and bids are completed and submitted meeting deadlines; * be proactive in identifying ways through initiatives to seek funding for building development in conjunction with the Canon Slade Trust; * be proactive in identifying short, medium and long term site needs; * lead building projects and liaise with the site manager to ensure deadlines are met and work is completed to the appropriate standard until the work is complete.   **ICT:**   * to take a strategic lead on the ICT developments in the short, medium and long term; * to work closely with the ICT Network Manager in preparing business plans related to ICT development to ensure that ICT plans directly link with the School Improvement Plan and support student progress; * Together with the ICT Network Manager, maintain and develop an ICT replacement programme.   **Other responsibilities:**   * produce and implement an annual action plan for your specific area of responsibility * liaise with the Chair of Trustees and/or Secretary to the Canon Slade Trust on the hiring of the school’s sports facilities outside of school hours ensuring health & safety requirements are met and development opportunities maximised; * liaise with the Catering Manager to ensure the provision of a high quality, cost effective school catering service; * liaise with the Librarian to ensure service provision supports the needs of students and staff; * be the school’s lead on the marketing requirements of the school, including website development and liaison with the press. * maintain the schools’s risk register * liaise with and manage all contract and SLA providers that affect the estate or health and safety in school; * determine sound business planning practices for all aspects of the school’s business, ensuring there are adequate and appropriate mechanisms in place for the management of risk and disaster recovery; * establish good working relationships with outside agencies as necessary; * support the Headteacher and Governors with long term strategic plans for school development in relation to finance , health and safety and estate management; * attend SLT meetings and, when required, report on matters pertaining to your areas of responsibility; * to support SLT duty teams as required; * to ensure that in all its aspects , the school’s work is of high quality and promotes continuous improvement.   Any other appropriate duties commensurate with the grade of the post which may be required from time to time.  **Continuing Professional Development**   * In conjunction with your line manager, take responsibility for your personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school. * Undertake any necessary professional developments as identified in the School Improvement Plan taking full advantage of any relevant training and development available. * Consider the expectations and needs of other members of staff, and in particular ensure that newly appointed support staff, where there is line management responsibility, are monitored, supported and assessed.   These responsibilities are subject to review and may be amended through consultation with the post holder. | | | | |
| All Staff employed by the Bishop Fraser Trust will: | | | | |
| * Seek to be positive and build up the common good through their own individual contribution to the life of their school * Offer ideas and suggestions for making things better * Engage actively in the appraisal and performance review process * Seek to develop a better work/life balance * Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description * Work within the Trust and individual school’s Health & Safety Policies to ensure a safe working environment for all staff and pupils. * Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description. * Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.   This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment. | | | | |
| Last Updated: | March 2019 | | | |

**Canon Slade School and the Bishop Fraser Trust**

**Person Specification for the post of Business Manager**

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| **ESSENTIAL REQUIREMENTS** | |
| **1. SKILLS AND KNOWLEDGE** | |
| **1.1** | Advanced IT skills including the use of higher level functions of Microsoft Excel and also finance system (e.g. PS Financials), to be able to interrogate and manipulate data and produce reports. |
| **1.2** | Ability to review and analyse operational services which identify efficiencies and service improvements |
| **1.3** | Ability to collaborate across the school, BFT and relevant others in order to progress towards a shared goal |
| **1.4** | Ability to implement new systems, technology and processes to improve efficiency |
| **1.5** | Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions |
| **1.6** | Excellent organisational and planning skills, demonstrated flexibility in order to achieve targets. |
| **1.7** | Experience of managing budgets and maintaining accurate financial information to assist effective monitoring to achieve the school’s educational goals and priorities |
| **1.8** | Experience of planning long-term financial budgets considering value for money, school improvement plan priorities and trends affecting future school budgets. |
| **1.9** | Ability to manage and lead staff and having the ability to persuade, motivate, negotiate and influence |
| **1.10** | Experience of proactively seeking and managing additional finance streams including fundraising, bids and asset management processes |
| **1.11** | Experience of delegating tasks and monitoring the progress of work |
| **1.12** | Ability to act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the school |
| **1.13** | Be fully aware of Audit procedures and the necessity for financial compliance to the organisation’s financial regulations and Scheme of Delegation |
| **1.14** | Valuing Diversity – listen to, support and respect contributions from all pupils and colleagues without prejudice |
| **2. EXPERIENCE/QUALIFICATIONS/TRAINING** | |
| **2.1** | Relevant Finance or Business qualification at Level 5 or equivalent experience |
| **2.2** | Managing budgets, financial reporting, procurement and fixed assets |
| **2.3** | Excellent financial background preferably, but not necessarily, in school systems such as FMS, SAGE (including payroll), PS Financials and other accounting packages |
| **2.4** | Experience of managing projects in a relevant area e.g. finance, ICT, Health and Safety, procurement |
| **2.5** | Managing strategic finance plans |
| **2.6** | Experience of undertaking a key role within a Senior Leadership Team |
| **3. PROFESSIONAL VALUES AND PRACTICES** | |
| **3.1** | Ability to work under pressure, prioritising own workloads to meet specified deadlines, in a situation with frequent interruptions |
| **3.2** | The ability to manage confidential material in an appropriately sensitive and trustworthy way |
| **3.3** | Creative, constructive, insightful and innovative approach to problem-solving |
| **3.4** | Pro-active in using initiative |

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| **OTHER THINGS YOU COULD OFFER** | |
| **1.1** | Experience of working within a school environment |
| **1.2** | Level 5 Diploma in School Business Management |
| **1.3** | Track record in excellent customer service |
| **1.4** | Willingness to take a hands-on approach as necessary |
| **1.5** | Flexibility, on occasions and within reason, in approach to working hours |
| **1.6** | Evidence of learning beyond the workplace |