**THE HOLT SCHOOL**

**JOB DESCRIPTION**



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| **Job Title:** | School Business Director – (SBD) Member of Senior Leadership Team (SLT) | | **Name:** | |
| **Reports to:** | Co-Headteacher | | **Reviewed:** |  |
| **Grade/Pay Scale:** | | (tbc) L15-21 (equivalent) | Full-time: 37 hours a week, 52 weeks. |  |
| **Contract:**  It is anticipated that there will at times be a higher demand for work during school term time, with a  requirement to attend events such as training and meetings that take place outside normal working  hours. A flexible approach will be needed to accommodate the demands of the post. | | | | |
| **Responsible for:**  Strategic overview across all teams of support staff.  The following report directly to the School Business Director, who will assume responsibility for  performance management and appraisal:   * DSBD * Site Manager * HR Manager   Oversight and monitoring of the performance of the Network Management company, and the Network Manager. | | | | |
| **Role Purpose:**   * To provide the strategic leadership of the business management of the school to support the development of our students. * To provide advice and guidance to the Co-Headteachers and Governors on strategic financial planning and other aspects of business management. * To be responsible for ensuring the business function operates in accordance with statutory regulations and that a high level of customer service is provided. * To be an active, full member of the SLT, and Company Secretary to the Trustee board. * To act as the CFO (Chief Finance Officer) as defined in the Academies Financial Handbook * To act as Data Protection Officer. | | | | |
| **Corporate:**  As a member of the SLT:   * Take a full and active part in the leadership, operation and development of the school. * Attend all SLT meetings * Take part in tea and coffee rota, serve Christmas lunch etc. * Lead a duty team one day per week * To present to staff and governors on relevant items. * Contribute to system leadership through purposeful collaboration with partner schools and other organisations. * To provide professional advice to SLT in all areas of school business, including finance, premises, marketing, and to take delegated responsibility for premises and financial decisions following appropriate discussions with the Co-Headteachers. * To maintain an up to date Risk Register, in liaison with Governors / SLT, ensuring mitigating actions are identified and staff responsibilities allocated. * To deputise for the Co-Headteachers as required in relevant fields. * Ensure that the school is fully prepared to meet Ofsted criteria related the role. * To liaise with relevant members of the Local Authority, the ESFA and other stakeholders * To provide support as relevant to the SLT. | | | | |
| **Strategic:**  Provide the leadership and management of the Business Management of the School,  including to:   * Provide a strategic overview across all teams of support staff, including those not directly line managed. * Ensure the business functions operate in accordance with statutory regulations. * Interpret new legislation and guidance and identification of the implications for the School. * Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery, and maximise the positive impact on teaching and learning, safeguarding of young people and extended service provision. * Ensure effective procedures for the recruitment, induction, review and development of staff in the team, overseeing the recruitment of support staff involved in site, IT, admin, payroll, HR and finance * Develop and implement procedures to evaluate the effectiveness of the team and feed directly into improvement planning. * Establish standard operating procedures and other processes to extend the efficiency of the team and provide for service continuity in the event of staff absence. * Develop and maintain up to date business continuity plans. * Develop an ongoing customer service focus. * Secure arrangements to source external advice where appropriate. * Lead the development of income generation within the ethos of the school through capital bids, seeking grants and developing trading services as appropriate. * Maintain up to date knowledge of developments and thinking within the education sector. * Drafting of a range of policies and key procedures, such as the Finance Regulations Manual, across all areas of responsibility, in liaison with governors, for their ultimate approval. | | | | |

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| **Governance:**   * To attend all Full Governing Body meetings and assist the Chair for sub-committees for Finance and Premises. * To act as Company Secretary to the Trust Board. * To provide support as required to the Chair of Governors, in securing effective administration and clerking support for the Governing Body, committees and any working groups. |
| **Financial**  To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.  Working with the Co-Headteachers the SBD will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management.  The SBD will be responsible specifically to;   1. Ensure the school has appropriate financial systems and managing all aspects of the school’s financial systems, both official and private funds, in accordance with agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Co-Headteachers and Governors. 2. Ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the EFSA and the school are observed. 3. Prepare for approval by the governors of annual estimates of income and expenditure. 4. Prepare the year end accounts. 5. Manage SIMS FMS module, giving guidance to other users. 6. Prepare business case assessments and appraisals for projects, and the development of long-term initiatives for the school. 7. Lead liaison with external auditors, and initiation of and management of audit procedures as necessary. This may include peer review with other schools or other internal audit provision on behalf of the trustees. 8. Attend the Governing Body Finance and Premises Committee meetings and set agenda. 9. Plan for and write bids for funding as required. 10. Manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximizes its potential from the EFSA 11. Prepare and submit capital bids to the EFSA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors 12. Support staff responsible for delegated budgets with procedures which enable them to effectively monitor these budgets and use resources efficiently. 13. Oversight of payroll ensuring a high quality service is provided, and staff pay is accurate and timely. 14. Ensure compliance with the guidance and regulation laid down in the Academies Financial Handbook, and training / advising colleagues and governors on any key changes as they pertain to their roles and activity. 15. Secure appropriate arrangements for the effective provision of payroll and pension administration services.   **Facilities Management**  The SBM will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Co-Headteachers. Specific responsibilities include to:   1. Take the lead on compiling, and implementing, a Premises Development Plan including energy conservation; 2. Ensure a safe environment is maintained. 3. Through regular contact with the premises staff, ensure the proper maintenance and repair of the school is carried out, and progress monitored. 4. Ensure the appropriate placing and monitoring of all service contracts including cleaning, catering and grounds maintenance; 5. Support the Deputy SBD advising on all Health & Safety matters, including measures in the event of emergencies including critical incident plans. 6. Appraise projects for the development of the school. 7. Be responsible to the Co-Headteachers for the security, maintenance, heating, cleaning and other general site services within the premises. 8. Deal with all external agencies, delivering services to the school and to deal with all aspects of tendering. 9. Purchase, repair and maintenance of all furniture, equipment and fittings, including inspection of site equipment, fixtures and school vehicles. 10. Monitor the work of on-site contractors and arrange for estimates for work. 11. Ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims. 12. Monitor and oversee the quality of work by contractors, site team and cleaning staff, reporting to Governors as appropriate. 13. Secure arrangements to source external advice where appropriate.   **Human Resources**  Please note that the role of the HR Manager is to be re-defined, and a new appointment made, in which it is expected the SBD will be instrumental.  The SBD will have oversight of the work of the HR Manager, advising and supporting as necessary, to ensure the HR service is planned and delivered efficiently.   1. Key areas covered by the HR Manager are expected to include:  * provision of strategic advice to SLT * confidential advice to the Co-Headteachers relating to staff performance. * support and coaching for all leaders regarding their people management. * recruitment co-ordination and administration. * development of staff welfare initiatives. * administration of staff absence systems, and reporting on same * actively promoting equality and diversity issues * a range of record keeping, including managing associate staff holiday system, maintaining staff lists and organisation charts and so on. * ensure job descriptions are updated annually * ensure completion of the workforce census * complete administration associated with appraisal systems * manage the contract administration for all staff, including starters and leavers * a range of ad hoc project work in line with the area of responsibility * To complete administration of staff CPD  1. Secure arrangements to source external advice where appropriate. 2. Performance Management, appraisal and development of the staff directly managed.   **Administration and ICT**  The SBD will be responsible for those aspects of administration of the school, which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include to;   1. Oversee Monitor in order to coordinate planning for the effective provision of IT resources at the school including hardware and software. and provision of telecommunications systems 2. Manage the efficient and effective running of the finance office as one of the school’s points of public contact. 3. Ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate; the efficient running of the IT administration system. 4. Provide an overview of the technical aspects of SIMS to ensure completion of the School Census by the Data Manager and other EFSA returns. 5. Develop and implement a strategy for appropriate marketing of the school, in line with the School Improvement Plan, and in liaison with the Co-Headteachers. 6. Maintain an overview of copyright, licensing and data protection.   **Data Protection Officer**   1. Maintain expertise in the relevant detail of the General Data Protection Regulation (GDPR), advising, guiding and training staff and governors as needed. 2. Deal with freedom of information requests and subject access requests in line with legislation, including the Freedom of Information Act 2000. 3. Ensure the school (the data controller) handles and processes data in accordance with the GDPR. 4. Keep comprehensive and accurate records of all data processing activities, detailing the purpose of the activity and making these records public upon request. 5. Report any data breaches to the Information Commissioner’s Office within the legal time frame. 6. Undertake audits of the school’s data protection processes. 7. Present reports regarding data processing at the school to senior leaders and the governing body. 8. Act as the first point of contact, in relation to data protection, for the governing body and staff members, as well as for individuals whose data is processed.   **Community**   1. Promote the school’s activities and premises with the objective of maximising letting income, within agreed policies. 2. Ensure appropriate budget monitoring arrangements for lettings and other community activity. 3. Ensure that community use of the site is in accordance with health and safety and other regulatory requirements, including co-ordination of risk assessment procedures.   **Health and Safety**  To line manage the Deputy SBD in their duties:   1. To formulate, monitor, implement and review the school’s Health & Safety policy including the introduction of all Risk Assessment procedures. 2. To advise all staff as appropriate. 3. To report to Governors on Health & Safety. 4. In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.   **School Catering and Midday Supervisors**   1. To line manage the Deputy SBM who is responsible for the efficient running of The Holt café including the catering contract and Midday Supervisor Team.   **Additional Duties**   * To represent the Academies at the Schools’ Forum * Chair The Friends of The Holt * To ensure awareness of and compliance with personal responsibilities and requirements communicated in school policies and procedures, including Health and Safety and Child Protection. * Any other duties, appropriate to the post, the priorities of the school, and the time available. Such additional duties would be generally commensurate with the seniority of the post and the skills of the postholder. * As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.   The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to checking through the Disclosure and Barring Service (DBS).  This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation  Signed: …………………………………………………………… Date: ………………….  Post Holder  Signed: ……………………………………………………….… Date: …………………… |