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| **Henry Maynard Primary School and Nursery**  101 Maynard Road  London  E17 9JE  Tel: 0208 520 3042  Email: [school@henrymaynard.waltham.sch.uk](mailto:school@henrymaynard.waltham.sch.uk) | P:\Logos\Logo to be used 2020 onwards.jpg |
| **School Business Manager**  **PO5/PO6 (depending on experience) From £46,857- £51,903** | |
| **Job Description**  The post holder will be responsible for all business related aspects of the school and its training school, working with the Headteacher and Senior Leadership team to set up systems and processes that supports the smooth running of both sites.  The post holder will actively promote and model the values and ethos of the school, supporting the vision and aims of the Headteacher and Governing Body.  This job description is to be performed in accordance with the National Joint Council (NJC) pay and terms of conditions of employment document (‘The Green Book’)  The range of duties set out in that document so far as relevant to the post holders title and salary grade, as well as locally agreed conditions of employment are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school | |
| **Responsibilities**   * The post holder is responsible to the Headteacher for his/her duties and responsibilities * The post holder will interact on a professional level with all colleagues, establish and maintain good working relationships, which will support the development and effective delivery of the school curriculum and maximise the children’s achievement. * The post holder will be responsible for ensuring that children’s safety, wellbeing and welfare are at the forefront of all they do. * The post holder will provide strategic vision, leadership and management in all business related aspects of the School and its Training School, including Financial Management, Marketing and Publicity, Income Generation, Human Resources, whole school Administration and Operations; * The post holder will work collaboratively with other schools and the local authority to shape and implement effective procedures, opportunity, development and sustainability to ensure provision of outstanding education. * The post holder is responsible for the strategic leadership of the facilities and relating Health and Safety matters. * Responsible for school and its training schools Business Support Teams, including all support staff within Finance, Premises, Administration and Reception teams and direct line management of the finance support team. * Responsible for supervision of ICT Technicians and other non-curriculum support staff as required. | |
| **Core Aims**   * To be the leader of the Business Support team and have the highest expectations of every child, themselves and of all members of the school community * To support the school community in the provision of a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty-first century; * To be involved in all aspects of strategic planning, advising on financial implications as full member of the senior leadership team. * To assist the Head Teacher with formulating and developing school priorities, action planning, policies and procedures ensuring these are communicated to staff and consulted on as appropriate * To develop and implement a Marketing Strategy for the school to raise the profile of the school within the Community and attract additional funds for the school * As part of the Senior Leadership Team to be responsible for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority | |

**MAIN DUTIES**

**Financial Management - School**

* Advise the Headteacher and Governors on financial policy, preparing appraisals for particular projects and for the development of a long term financial strategy linked to the School Development Plan.
* Prepare and present for approval by the Headteacher and Governors the annual income and expenditure figures as part of the annual budget setting process. In conjunction with members of the senior leadership team, and within guidelines agreed by the Governing Body, annual budgets, forecasts and cash flow projections.
* Monitor accounts against budgets and prepare regular management reports as required for budget holders, monthly reports for the Headteacher and quarterly financial reports for the Finance Committee and Governing board.
* Use financial management information to identify areas of relative spend, assess trends and directly advise senior leaders accordingly.
* Be responsible for the financial management of the school ensuring its efficient operation according to agreed procedures and ensuring compliance with FMS.
* Monitor all accounting procedures, including:
  + The ordering, processing and payment for all goods and services provided to the school.
  + The operation of the bank accounts, ensuring that a full reconciliation is undertaken at least once a month.
  + Preparation of invoices and the collection of fees and other dues.
  + Maintaining an assets register.
  + Maintaining the school’s Register of Pecuniary Interest.
  + Review and monitor these policies and procedures to ensure their practical effectiveness
* Manage the year-end accounting procedures, and prepare the final accounts for the Headteacher and the Governing Body.
* Provide adequate briefings, training and advice to enable the Headteacher, Senior Leadership Team, budget holders and Governors to understand and apply correctly their statutory obligations in respect of relevant legislation.
* Prepare and submit all financial returns to the Local Authority, DfE and other central and local government agencies within statutory deadlines.
* Produce cash flow information on a monthly basis.
* Plan and manage cash flow and investment activity including the procurement of goods and services.
* Be a proactive aide liaising effectively with the management throughout the school, ensuring satisfaction with the quality of service provided.
* Liaise with and provide information for the school auditors.

**Financial Management – Training School**

* Advise the training school manager and Training School Board financial policy, preparing appraisals for particular projects and for the development of a long-term financial strategy linked to the Training School Improvement Plan.
* Prepare and present for approval by the Training School Board the annual income and expenditure figures as part of the annual budget setting process.
* Monitor accounts against budgets and prepare termly Budget Monitor Reports for the Training School Board.
* Be responsible for the management of the training schools accounting function, ensuring its efficient operation according to agreed procedures and ensuring compliance with FMS.
* Monitor all accounting procedures, including:
  + The ordering, processing and payment for all goods and services provided to the school.
  + The operation of the bank account, ensuring that a full reconciliation is undertaken at least once a month.
  + Preparation of invoices and the collection of fees and other dues.
* Manage the year-end accounting procedures, and prepare the final accounts for the Training School Board.
* Provide adequate briefings, training and advice to enable the Training School Manager, board and finance support to understand and apply correctly their statutory obligations in respect of relevant financial legislation.
* Prepare and submit all financial returns to the Local Authority and funding authorities within statutory deadlines.
* Liaise with and provide information for the training school auditors.

**Human Resource Management**

* To provide leadership and guidance for Business Support team, including direct line management responsibility where appropriate
* Ensuring all HR processes and systems are legal, compliant with internal policy, government guidance and best practice and are efficiently undertaken
* To give financial advice to Governors on salary assessment, sickness, maternity and paternity, redundancy, and all other relating issues
* To be responsible for the recruitment, professional development and performance management of business support staff
* Have an awareness of employment law, the Disability Discrimination Act and Human Rights legislation and ensure that the school is in compliance
* Have an understanding of the significance of contracts of employment, their maintenance and preparation. Liaise with appropriate staff, LA and the HR Manager to implement policies and procedures as appropriate.
* Monitor payroll management, ensure all salaries and other payments are made correctly, investigating anomalies as required.

**Premises including Health and Safety**

* To be responsible for the strategic management of the school premises, working with the Premises Manager to ensure the effective management, maintenance and improvement of the two sites, buildings, plant and grounds.
* Monitor the preparation and implementation of maintenance schedules and the efficient operation of all facilities.
* Be responsible for the strategic development of the premises and associated equipment to ensure the site is fit for purpose and sustainable.
* To work with the Premises Manager, reviewing all contracts annually, ensure they are maintained to the highest standard and providing the school with Value for Money.
* Be responsible for development and implementation of the lettings policy, supporting the premises team in developing sustainable school facilities suitable for out of school use, with particular reference to raising the schools profile within the local community.
* Formulate, monitor, implement and review the school’s Health and Safety Policy and with the Premises Manager, evaluate and communicate the associated impact on the entire school community.
* To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, ensuring best value.
* To oversee lettings of the premises to outside organisations in line with the schools letting policy.
* To prepare the disaster recovery plan and ensure awareness of its importance within the management procedures of the school.
* Oversee the management of the Asset register and associated protocols.
* Liaise with and provide information to LA Audit teams

**General Management, Organisation and Administration**

* Be responsible for the planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
* Manage operational elements and day to day issues as they arise
* Provide organisational and advisory support to Governors, attending and leading meetings as appropriate and to minute meetings as required
* Lead a team of support staff team leaders to ensure effective communication and development of systems and procedures across support services.
* Represent the support staff at relevant meetings.
* Consistently demonstrate high expectations of self, others and children
* Take on additional responsibilities and leadership tasks as necessary
* Build effective relationships with parents and the wider community
* Demonstrate a commitment to multi-agency work and professional collaboration
* Undertake professional training and to lead training for other staff as necessary
* To act as a bridge to facilitate closer working relationships between curriculum and business support staff across both sites
* To be responsible for the provision of specialist advice and guidance to the leadership team and Governing Body on national guidelines/policy/statue, ensuring compliance and initiating any appropriate action necessary.
* Hold self and others to account

**ICT Co-ordination and Management**

* Co-ordinate planning for the effective provision of ICT resources for the administrative function of the school, including hardware and software.
* Be responsible for the general management of the school’s administrative computer network and the implementation of appropriate Management Information and Accounting systems.
* To be responsible for the supervision of ICT technicians and management of ICT Support Service Level Agreement.

**Networking and Partnerships**

* To promote the school to different audiences, including the press, to raise the profile of the school
* To examine opportunities for marketing the school including the maintenance and development of school communication systems.
* To develop and maintain close working relationships with local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids for these in liaison with the leadership team.

*The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade*

**Equality of Opportunity**

* As a member of school staff to take individual and collective professional responsibility for enforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
* Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors.
* To understand and comply with the Local Authority’s Equal Opportunities Policy.

**Confidentiality, Health and Safety & Data Protection**

* To treat all information acquired through employment, both formally and informally, in strict confidence.
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person.
* Be aware of all documents produced during the time at the school remaining the commercial documents of the school.
* To uphold and comply with the provision of the Health and Safety at Work Act 1974 and any other relevant Council Policies relating to Health and Safety at work.
* Ensure identification and familiarisation with all policies that cover procedures and processes for data protection;
* To understand data breaches, the reporting procedures and timescales for reporting;
* Ensure that data protection and risk management is an important and regular part of behaviour in school.

**Knowledge, Skills and Aptitude**

* A track record of effective leadership with proven ability to provide vision and direction to individuals and teams so as to gain ownership and commitment
* Demonstrated track record of standard setting for staff including expectations, timescales, and establishing clear lines of responsibility and accountability
* Ability to be communicate effectively, influence and empower staff so as to build effective teams and relationships, trust, good morale and teamwork
* Demonstrated track record of managing in a manner that promotes equality of opportunity and collaborate working; ensuring that staff are aware of the requirement to deliver non-discriminatory services and to promote great equity for those that are disadvantaged

**Strategic Thinking and Planning**

* Demonstrated track record of strategic planning and the delivery of high quality work
* Demonstrated ability to devise strategies for a school office and translate them into
* realisable plans, able to demonstrate a track record of applying strong analytical skills and laterally thinking to develop create and innovative solutions

**Finance Management**

* To have a recognised Finance and/or School Business Manager Qualification
* A clear understanding of local authority budget management processes and proven ability to manage a significant budget to the standard required by the Senior Leadership Team and Governors
* A clear understanding of the Schools Financial Regulations

**Personal Style and Behaviours**

* Personal and professional demeanour which generates credibility and confidence amongst Senior Leadership Team, Governors, staff, parents/carers, external partners and all other stakeholders
* Ability to demonstrate highly developed oral, written and presentation skills
* Able to set personal priorities, objectives and deadlines while maintaining a focus on the School’s key priorities accountabilities
* Ability to acquire new skills and demonstrate a strong commitment to learning/continuous professional development for self and others.

**Data Protection**

* Understanding of the requirements of the Data Protection (GDPR) and Freedom of Information Acts and the school’s legal responsibilities in these areas.