


Job Description			 St Giles School No Dreams Are Out of Reach
Title: School Business Manager	School: St Giles School, Retford	Post Ref SBM July23	
Band A			
Job Purpose To provide strategic leadership and management to all support functions at the school, providing direct and highly skilled assistance to the Principal, Governors & Senior Leadership Team.			
Key Responsibilities and Accountabilities <ol style="list-style-type: none">1. To plan and deliver administrative, financial and other support functions, as determined by the Principal, to meet current and future operational needs of the school2. To direct and manage team members to ensure that quality, performance, standards and deadlines are achieved3. To be responsible for quality assurance within the school's support functions4. To undertake budget preparation and planning activities in support of the Principal/SLT and manage allocated budgets, alerting the budget holder whilst taking any corrective action5. To be responsible for all administrative issues relating to senior leaders, including; diaries, correspondence, taking minutes, delivering project-based work and communicating with staff, parents and governors.6. To develop systems and processes to meet operational needs and to ensure the high quality of information held.7. To lead the recruitment, selection and development of support staff8. To be the lead interface with key partners such as facilities management providers9. Resolve complex and contentious matters to ensure that effective support services are maintained10. To provide sound advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including creating or adapting these where necessary to meet the needs of the school11. To determine stock policy including sourcing supplies, negotiating price, volume and qualities necessary to ensure that stock levels and resources are effectively managed to deliver best value12. To manage health, safety, personnel and financial administration on behalf of the school13. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures14. To report any causes for concern relating to the welfare and safety of children to the designated person, and the Principal, or if unavailable the designated safeguarding governor or a member of the senior leadership team15. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school			
The post holder will perform any other duty or task that is appropriate for the role described.			

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. A good academic standard of education to GCSE, inc. English and maths. (E) 2. 'A' level standard/NVQ level 3 or equivalent, plus specialist training and/development. (E) 3. A relevant professional technical qualification. (E) 4. Knowledge of General Data Protection Regulation (E) 5. Good understanding of health and safety including compliance matters. (E) 6. Proven knowledge of HR and finance processes. (E) 7. Knowledge of school-based IT systems, such as; SIMS, CPOMS, finance and business management systems (D) 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. Proven leadership and management skills (E) 2. Good numeracy and literacy skills (E) 3. Ability to present data clearly, concisely, accurately and in ways that promote understanding, either verbally or in written/electronic format (E) 4. Ability to interpret information to produce informative documents with limited guidance (E) 5. Sound planning, negotiation and influencing skills together with ability to gather information, data and problem solve (E) 6. Strong organisational skills/business administration and management skills (E) 7. An ability to remain focussed at times of unforeseen difficulty and uncertainty (E) 8. An ability to maintain confidentiality and deal with sensitive issues effectively (E) 9. Excellent interpersonal and communication skills to engender trust in staff and stakeholders (E) 10. Proven ability to work under pressure and to tight deadlines (E) 11. Reliable, professional with a positive attitude (E)
<p>Experience</p> <ol style="list-style-type: none"> 1. Considerable relevant work experience of managing administrative (or similar) services or functions. (E) 2. Business planning and development of support functions to meet the current and future needs. (E) 3. Establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts. (E) 4. Management and development of a team. (E) 5. Budget planning, monitoring, and reporting. (E) 	
<p>Role Dimensions</p> <ol style="list-style-type: none"> 1. To lead all business and administrative functions of the school 2. To manage and oversee the school budget 3. To line manage non-teaching teams, providing professional development and support as appropriate 	