



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **School Business Leader**

#### **BOW SCHOOL**

**44 TWELVETREES CRESCENT,**

**BOW, LONDON, E3 2QW**

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## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>		
Recognised degree or Professional qualification in a field relating to School Business Management / Business Administration	Y	
Financial qualifications e.g. ACA, ACCA, CIMA, CIPFA		Y
<b>EXPERIENCE/KNOWLEDGE</b>		
Experience of leading the strategic financial planning for a large organisation/service unit.	Y	
Evidence of successful management and leadership of teams	Y	
Experience/knowledge to secure arrangements for the effective facilities management, human resources provision and support for governance.	Y	
Policy formulation, evaluation and review		Y
Track record of successful project management	Y	
Evidence of leading and managing change	Y	
Excellent verbal and written communication and presentation skills	Y	
Competent user of ICT	Y	
Experience of working with a range of external and internal partners		Y
Understanding of school context	Y	
Experience of working in a school		Y
<b>OTHER</b>		
Supportive of the ethos and values of the school	Y	
Self-motivated and organised	Y	
Evidence of a commitment to your own professional development	Y	
Energy, enthusiasm, and flexibility	Y	
Entrepreneurial	Y	
Willingness to constructively challenge the work of self and others	Y	
Ability to work under pressure	Y	
Willingness to take a full role in the life of the school	Y	

## JOB DESCRIPTION

<b>POST</b>	<b>School Business Leader</b>
<b>Salary/grade</b>	LPO8 £60,135 to £63,159
<b>Contract</b>	<p>Full time (35 hours per week), permanent based on the conditions of service for support staff in schools in Tower Hamlets Local Authority.</p> <p>It is anticipated that there will be a higher demand for work during school term time with an on-going need for work in school holidays. There will be a requirement to attend events such as training and meetings that take may take place outside normal working hours. A flexible approach will be needed to accommodate the demands of the post.</p>
<b>Reporting to</b>	Executive Headteacher
<b>Responsible for</b>	<p>All support staff other than those attached to teaching departments and supporting SEND. The team includes colleagues working in administration, finance, premises, data, ICT and human resources</p> <p>The following roles report directly to the School Business Leader</p> <ul style="list-style-type: none"> <li>• HR Officer</li> <li>• Finance Officer</li> <li>• Site Manager</li> </ul>
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To provide the strategic leadership of the business function of the school to support the development of our students.</li> <li>• To provide advice and guidance to the Headteacher and Governors on strategic financial planning and other aspects of business management.</li> <li>• To be responsible for ensuring that the business management function operates in accordance with statutory regulations and that high levels of customer service are provided.</li> <li>• To be a member of the Senior Leadership Team.</li> </ul>
<b>Corporate</b>	<p>As a member of the Senior Leadership Team:</p> <ul style="list-style-type: none"> <li>• Take a full and active part in the leadership, operation and development of the school</li> <li>• Contribute to system leadership through purposeful collaboration with partner schools and other organisations</li> </ul>
<b>Strategic</b>	<p>Provide the leadership and management of the business management functions within the School including:</p> <ul style="list-style-type: none"> <li>• Ensuring that the business management functions operate in accordance with statutory regulations</li> <li>• Interpretation of new legislation and guidance and identification of the implications for the School</li> <li>• Ensure the effectiveness of the team to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision</li> <li>• Ensuring effective procedures for the recruitment, appointment, induction, review and development of staff in the team.</li> <li>• Develop and implement procedures to evaluate the</li> </ul>

	<p>effectiveness of the team and feed directly into improvement planning</p> <ul style="list-style-type: none"> <li>• Establish standard operating procedures and other processes to maximise the efficiency of the team and provide for service continuity in the event of staff absence.</li> <li>• Develop an on-going customer service focus</li> <li>• Develop and share good practice within the Business Management Team, across the school and into partnerships with other schools and relevant bodies</li> <li>• Securing arrangements to source external advice where appropriate</li> <li>• To lead the development of income generation within the ethos of the school through developing capital bids, seeking grants and developing trading services as appropriate</li> </ul>
<p><b>Finance</b></p>	<p>Provide the leadership and management of finance including:</p> <ul style="list-style-type: none"> <li>• Ensure that all school finances are managed effectively and in compliance with all relevant financial regulations and LA scheme of delegation.</li> <li>• To be responsible for the preparation and setting of annual and long-term budgets including revised estimates, volume standstill, savings and growth and the identification of future changes in funding levels and expenditure needs.</li> <li>• Maintain an effective relationship with the Local Authority to enable it to meet its financial responsibilities for schools</li> <li>• To be responsible for the monitoring of the budget for the current financial year including reporting to senior leadership and Governors</li> <li>• To establish appropriate arrangements for the financial planning and monitoring of any traded activities.</li> <li>• To prepare business cases/option appraisals and advise on the suitability and viability of projects and initiatives.</li> <li>• Preparation of year end accounts</li> <li>• Liaison with auditors and establishment of appropriate internal audit processes</li> <li>• Provide advice to budget holders, staff and Governors relating to the efficient management of resources.</li> <li>• Ensure effective arrangements for the provision of a payroll system for school staff including returns to Inland Revenue and other bodies.</li> <li>• Secure appropriate arrangements for the effective administration of pension schemes for teaching and support staff</li> <li>• Ensure that procurement arrangements represent best value and meet relevant tendering procedures.</li> <li>• Ensure proper accounting records are kept and control exercised over accounting arrangements.</li> <li>• Upon any conversion to academy trust status to undertake the role of Chief Finance Officer as defined in the Academies Financial Handbook</li> </ul>
<p><b>Human Resources</b></p>	<p>To work with the Executive Headteacher and HR officer to secure appropriate arrangements to enable the school to perform human resources functions effectively and in accordance with statutory regulations and guidance including</p> <ul style="list-style-type: none"> <li>• Provision of advice for the Executive Headteacher, other staff</li> </ul>

	<p>and the Governing Body on human resources issues</p> <ul style="list-style-type: none"> <li>• Ensuring human resource issues are managed effectively and are compliant with relevant statutory/regulatory guidance</li> <li>• Arranging for an effective case work service relating to individual staff including attendance management, capability, grievance and disciplinary procedures</li> <li>• Ensuring that appropriate arrangements are in place to secure effective recruitment, induction and development of staff</li> <li>• Secure arrangements to source external advice where appropriate</li> </ul>
<b>Governance</b>	To secure effective administrative and clerking support for the Governing Body, Committees and working groups
<b>Facilities Management</b>	<p>To oversee the delivery and cost control of the FM contract. To manage the Site Manager to ensure that the estates function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements including:</p> <ul style="list-style-type: none"> <li>• The maintenance and development of the site and buildings to meet the needs of users and ensure that there is a safe environment</li> <li>• Production and updating of site maintenance and development plans</li> <li>• Maintaining high standards of security of the site and contents</li> <li>• Arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and school vehicles</li> <li>• Arrangements are in place to deal with emergency repairs or call outs</li> <li>• Purchasing arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations</li> <li>• Developing and promoting energy efficiency measures</li> <li>• The operation and development of catering, cleaning and grounds maintenance services either through outsourcing or in house operation</li> <li>• Arrangements are in place for the site to remain operational during inclement weather</li> <li>• The work of the estates team and contractors meets the requirements of health and safety and other regulations</li> <li>• Systems for telecommunications, portage, laundry and waste disposal</li> <li>• Maintaining licences as necessary</li> <li>• Secure arrangements to source external advice where appropriate</li> </ul>
<b>Health &amp; Safety</b>	<p>To ensure that appropriate arrangements are made to:</p> <ul style="list-style-type: none"> <li>• Maintain and develop the Health and Safety Policy</li> <li>• Be the Fire Safety Lead</li> <li>• Provide advice and guidance to other staff to assist them with the discharge of their responsibilities</li> <li>• Develop and implement an internal audit process</li> <li>• Ensure effective procedures are in place for reporting of accidents and near misses</li> <li>• Ensure adequate levels of qualified First Aid staff are available as necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure Health and Safety is being discharged correctly across all extended service provisions</li> <li>• Provide for the control and co-ordination of emergency evacuation procedures</li> <li>• Secure arrangements to source external advice where appropriate</li> </ul>
<p><b>Risk Management</b></p>	<p>To ensure that there are appropriate arrangements to manage and reduce risk including:</p> <ul style="list-style-type: none"> <li>• Securing appropriate arrangements for risk assessment throughout the school</li> <li>• Securing appropriate insurance for the School's assets and activities</li> <li>• Development and maintenance of risk registers and business continuity plans</li> <li>• Development of procedures for due diligence relating to any proposed partnership working</li> </ul>
<p><b>Community Use</b></p>	<p>To promote and develop the community use of the site including:</p> <ul style="list-style-type: none"> <li>• Providing opportunities for external groups to use the school site and facilities in conjunction with Site Manager and other members of the school community,</li> <li>• Establishing, monitoring and developing procedures for community access without negatively impacting on the day to day operation of the School</li> <li>• Ensuring that community use of the site is in accordance with health and safety and other regulatory requirements including co-ordination of risk assessment procedures</li> <li>• Ensuring appropriate budget monitoring arrangements for the community programme</li> <li>• Annual review and report to governors</li> <li>• Yearly update of lettings policy</li> <li>• Agree charging structure with Headteacher</li> </ul>
<p><b>Additional Duties</b></p>	<p>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, to keep them safe from the influence of extremism and to take reasonable steps to ensure the safety and well-being of students at all times.</p> <p>To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health &amp; Safety</p> <p>As a member of staff in a School that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.</p> <p>May be required to be an appointed person for first aid</p> <p>May be required to accompany and supervise students on educational visits</p>

	<p>As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities</p> <p>To carry out such other duties which may be required from time to time within the grading of the post</p>
<p><b><i>Bow 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)</i></b></p>	