



LONDON BOROUGH OF BROMLEY

SCHOOL BUSINESS MANAGER

Do you have the strategic leadership skills, the energy and drive to join our 220-strong staff team committed to our mission: to transform our pupils' lives and the lives of their families and our vision: to inspire breakthroughs in the way society enables children with complex needs to find true fulfilment?

If so, we'd love to hear from you. We are a forward-thinking and innovative all-age special school with a diverse population: our 280 pupils are based on two sites, St Paul's Cray and Beckenham, in the London Borough of Bromley. We are currently recruiting a School Business Manager to join our Leadership Team, whose role will be to contribute to the overall effective leadership and management of the school and to oversee the non-teaching functions including: Finance, Premises, Health and Safety, Human Resources, Administration, ICT, Extended Services and Marketing.

At Riverside School, our core values are at the heart of everything we do:

Aspiration Resilience Creativity Humility Integrity Trust Enthusiasm Courage Teamwork

They make up the acronym ARCHITECT to signify our passion for designing and building a school that will make an indelible mark on the world for generations to come; a school that will impact positively on everyone who enters, on people we may never meet, and in ways we may never know.

If you feel you have a part to play, please contact the school to arrange a visit. For further details and an application form, visit the Working at Riverside section of our website www.riversideschool.org.uk; contact the School on 01689 870519 or email recruitment@riverside.bromley.sch.uk

We look forward to hearing from you.

A handwritten signature in blue ink that reads 'SSolomons'.

Steve Solomons
Headteacher

CLOSING DATE FOR APPLICATIONS: 7th February 2020

INTERVIEWS: Week beginning 24th February 2020

START DATE: May 2020

Riverside School is committed to providing equality of opportunity and safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post-holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Riverside's safeguarding systems. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.



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**SCHOOL BUSINESS MANAGER
JOB DESCRIPTION**

RESPONSIBLE TO: Headteacher and Governing Board

CONTRACT TYPE: Full time

SALARY SCALE: Management Grade 6: £53,951 – £58,857 subject to April pay review

PURPOSE OF THE JOB

- To contribute to the overall effective leadership and management of the school to ensure the very best outcomes for pupils on both Riverside School sites (Riverside St. Paul's Cray and Riverside Beckenham).
- To take overall responsibility for the non-teaching functions of the school including Finance, Premises, Health and Safety, Human Resources, Administration, ICT, Extended Services and Marketing.
- To be responsible for developing, maintaining and applying the non-teaching policies, procedures and systems of the school.
- To line lead the Assistant School Business Manager, personnel within the Admin and Site teams and to oversee personnel working for outside contractors, such as catering and ICT personnel.
- To influence strategic decision making within the school's Leadership Team and beyond.
- To contribute to the school's self-evaluation processes and identify areas for development.
- To plan and manage change in accordance with the school's aspirational strategic priorities and development plans.

KEY ROLES AND RESPONSIBILITIES:

FINANCIAL MANAGEMENT

- To provide strategic vision and leadership within all aspects of the school's financial systems and provide specific expertise in financial management.
- To manage the school's finances including budget preparation and control of expenditure.
- To advise on all matters pertaining to financial delegation and oversee all financially related administrative procedures.
- To provide specialist advice to the Headteacher, Governing Board and Leadership Team on national and local guidelines, policies and legislation, and interpret matters of policy, procedure and statute to ensure compliance and continued evaluation.
- To prepare annual budgets for income and expenditure for approval by the Governing Board.
- To implement systems for monitoring performance against budgets and reviewing and acting on variances.
- To identify capital expenditure requirements and submit bids for funding as required by the local authority or DfE.
- To prepare appraisals for specific projects and wider school initiatives and to oversee the development of projects on behalf of the school, including those set within the LA's capital programme.

- To ensure that all school financial systems are compliant with LA requirements and best practice / best value processes.
- To set and maintain procedures and limits for authorisation of expenditure.
- To act as the main contact for auditors, and co-operate and manage regular audit procedures, carrying out any other audit activity and actions as required.
- To supervise the collection and banking of all monies.
- To advise the Headteacher and Governing Board on the procurement, management and audit of resources.
- To manage the tendering for all service contracts with a view to cost effectiveness; and ensure that the school maximizes its potential from the LA.
- To monitor and control capital expenditure on buildings and grounds, placing of contracts, and appointment and monitoring of contractors.
- To initiate, and respond to, any financial correspondence with external agencies.
- To manage SIMS FMS module and financial regulations and provide guidance to other users.
- To report to the Headteacher on the school's financial position and performance against the annual budget plan by preparing monthly budget monitoring reports, ensuring full explanations are available and, if necessary, seeking approval to revise the budget.
- To prepare the agenda for meetings of the Resources Committee, in conjunction with the clerk; to attend the meetings and report to Governors on the school's financial performance against the annual budget plan.
- To prepare financial accounts and other returns as required by the DfE or LA.
- To assist the Headteacher with income generation, sponsorship and funding and develop positive relationships with other agencies.
- To take a lead role in promoting and marketing the school's activities and premises with the objective of maximizing potential income.
- To manage the school's voluntary fund to the same high standards as the delegated budget, using the same robust systems of strategic and operational management.
- To share best practice with other School Business Managers through local and regional networks.

PREMISES AND ESTATE MANAGEMENT

- To manage the development, maintenance, security, and health and safety of both school sites.
- To provide specialist advice and reports to the Headteacher and Governing Board on premises guidelines and legislation, and interpret matters of policy, procedure and statute to ensure compliance, eg health and safety, security.
- To provide leadership and oversight of any new building projects, appointing and overseeing a project manager for larger projects in conjunction with the LA or other agencies as required and reporting to the Headteacher and Governors as appropriate.
- To manage the letting of the school premises to outside organisations and school staff.
- To manage the acquisition and disposal of land and buildings as authorised by the Headteacher, Governing Board and Local Authority.
- To prepare outline specifications for any new building work, obtaining tenders, planning permission, and liaising with building contractors and architects, in consultation with the Local Authority as appropriate.
- To provide oversight of day to day maintenance and security of both Riverside sites.
- To manage the preparation of maintenance schedules and the efficient operation of all facilities on both sites.
- To line manage the Site Manager including holding regular meetings to update on any issues.

- To produce an annual Premises Plan, in conjunction with the Site Manager, prioritising works for the short, medium and longer term.
- To negotiate, manage and monitor contracts, tenders and agreements ensuring best value and in accordance with the school financial regulations.
- To evaluate and advise governors on the selection of such contracts and to ensure the school receives the service in the contract.
- To lead on negotiations on service-level and / or joint working agreements.

HEALTH AND SAFETY MANAGEMENT

- To act as the school's health and safety co-ordinator and ensure the health and safety policy is implemented at all times and reviewed on a regular basis.
- To ensure the health and safety policy is clearly communicated and available to all staff.
- To ensure risk assessments are robust and systems are in place to enable the identification of hazards.
- To ensure systems are in place for the effective monitoring, measuring and reporting of health and safety issues and that any issues are promptly followed up.
- To ensure the maximum level of security consistent with the ethos of the school.
- To organise whole staff training on health and safety and compliance issues.
- To act as the school's fire officer and understand all associated fire risks to the school.
- To oversee the installation and maintenance of equipment for protection against, and escape from, fire.
- To oversee records of regular fire practices and alarm tests and ensure emergency procedures are robust.
- To ensure all emergency procedures and management plans are robust.
- To implement risk management and loss prevention strategies to reduce insurance costs.
- To prepare and review the school's risk register.

HUMAN RESOURCES MANAGEMENT

- To oversee general personnel matters including employment clearance for new staff (medical checks, DBS) and liaise with the LA in issuing contracts of employment.
- To ensure effective grievance, absence management, wellbeing, underperformance and disciplinary practice.
- To attend employment tribunals as necessary.
- To maintain confidential staff records.
- To provide leadership and guidance for administrative and premises staff, including direct line management responsibility as appropriate.
- To appraise all line led staff, in line with school appraisal procedures.
- To liaise with the LA's Occupational Health provider and organise staff return to work arrangements and adjustments to individual working practices as necessary.
- To oversee staff contracts and coordinate the administration of staff recruitment to ensure compliance with legal and safeguarding issues.
- To provide advice on employment law issues.
- To lead the analysis of current and any proposed staffing models in alignment with the School Development Plan and projected budget.
- To advise governors on the policies needed to comply with legislation concerning employment protection, equal pay, sex discrimination, etc, and the implementation of these policies in school.
- To produce annual salary assessments for teachers.
- To seek and make use of specialist expertise in relation to HR issues.

- To ensure the school's equality policy is clearly communicated to all staff in school.

ADMINISTRATION MANAGEMENT

- To oversee support services at the school and ensure that appropriate support for teaching and learning is in place.
- To ensure that the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- To provide leadership, coaching, mentoring and guidance for the school's administrative and site teams and to manage performance, workload and professional development to enable efficient and effective performance of duties.
- To oversee the pupil census and workforce census.
- To keep up to date with the implications of government policies, legislation and directives.
- To design and maintain administrative systems which streamline all aspects of the reception and office administration, ensuring such systems enhance the service provided by the school and deliver outcomes based on the school's aims and goals.
- To manage the budgets for administrative services and supplies.

ICT MANAGEMENT

- To ensure compliance according to policies and procedures relating to confidentiality and GDPR / data protection.
- To manage the ICT administrative functions including facilities, hardware / software requirements, school receptions, reprographics, records and telephone system across both sites.
- To manage and maintain pupil records including those for the assessment process.
- To obtain the necessary licenses and permissions, and ensure their relevance and timeliness.
- To act as correspondent for the DfE and be responsible for the records and returns required.
- To consult with end users and ICT professionals to introduce new technology or improve existing technology for different purposes.
- To ensure resources, support and training are provided to enable staff to make the best use of available ICT including teaching, learning and assessment systems.
- To ensure contingency plans are in place in the case of technology failure.
- To ensure data collection systems are streamlined to maximise efficiency of the data supplied.
- To oversee the ICT and internet safety policy.

EXTENDED SERVICES MANAGEMENT

- To oversee the development and delivery of Riverside School's Extended Services, evaluating the quality of the school's after school clubs, Saturday Clubs and Holiday Clubs and provide regular reports to the Headteacher, Governing Board and LA.
- To line manage the Extended Services Manager and liaise with LA Officers.
- To indirectly line manage all staff employed under the extended services and ensure that the scheme operates in line with other school policies.
- To act as the named "responsible person" under Ofsted registration requirements.

MARKETING

- To ensure an effective marketing and communications strategy is in place in line with the school's strategic priorities.
- To maximise income generation in line with the ethos of the school and ensure value for money principals are adopted.

- To secure funds to which the school is entitled and act as point of contact with central and other agencies about grant applications, gifts and other donations.
- To secure additional funds through the effective use of bidding systems and contacts.
- To liaise with local businesses for fundraising, arranging vocational experience and joint projects.
- To promote the school to different audiences and raise the profile within the local community.

ADDITIONAL NOTES

- Job descriptions are subject to review.
- The responsibilities listed above are essential to the post; it is always open to the post-holder to propose ways of extending these responsibilities.



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SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

Qualifications	Essential	Desirable
Degree level or equivalent at professional qualification level	✓	
A professional qualification in Financial Management or equivalent experience	✓	
A professional qualification in School Business Management or Project Management or equivalent experience		✓
Membership of ISBL		✓
Experience and Knowledge	Essential	Desirable
Extensive strategic financial management experience	✓	
Evidence of successful leadership and management of diverse teams	✓	
Evidence of managing procurement and external contractors	✓	
Successful track record of managing complex projects from inception to completion	✓	
Experience of working in an educational or public sector environment		✓
Experience of marketing to secure fundraising and building partnerships to ensure that the school's profile is raised locally and nationally		✓
Experience of working across different sites		✓
Basic knowledge of building regulations, construction and maintenance		✓
Sound knowledge of Health and Safety legislation, policy and practice	✓	
Highly competent in the use of Management Information Systems	✓	
Personal Skills	Essential	Desirable
Full alignment with the school's ARCHITECT values: Aspiration, Resilience, Courage, Humility, Integrity, Trust, Enthusiasm, Creativity and Teamwork	✓	
Ability to build and maintain effective working relationships within a multi-disciplinary team	✓	
Ability to relate well to children with a range of complex needs	✓	
Excellent verbal and written communication skills	✓	
Ability to remain calm and organised under pressure	✓	
Ability to self-evaluate and address learning and development needs	✓	
Ability to prioritise and manage workload and those of colleagues	✓	

Emotional intelligence and interpersonal skills at times of challenge	✓	
Commitment to equal opportunities for all members of the school community	✓	
Adaptable, reflective and capable of leading and managing change	✓	
Ability to motivate, negotiate, challenge and influence alongside care for others, diplomacy and approachability	✓	
Willingness to be flexible in response to the requirements of the role	✓	