

LITTLE ILFORD SCHOOL

JOB DESCRIPTION

POST TITLE: School Business Manager

REPORTS TO: Headteacher

STRATEGIC

RESPONSIBILITY FOR: Leadership, Finance, Human Resources,
Administration, ICT, Buildings, Facilities,
Health and Safety

GRADE: Senior Management Rate Band A

EQUALITY AND DIVERSITY

We are committed to, and champion, equality and diversity in all aspects of employment with the school and the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PURPOSE OF THE JOB

- To be responsible for the strategic leadership and development of the human resource, business and administrative functions of the school;
- To provide strategic financial direction and information for the Headteacher;
- To have leadership and management responsibility for all aspects of support including finance, human resource, contract management, buildings and facilities management, ICT networks, administrative support and health and safety and all matters within the management of the school which are supportive to, but do not involve the teaching function;
- To establish, monitor and evaluate the effectiveness of all financial systems, policies and procedures, reviewing and refining as necessary;
- To develop best value strategies in all areas of school life;
- To provide professional leadership and management of support staff to enhance their effectiveness in order to improve standards and raise achievement of all students;
- To contribute to whole school development planning and lead on whole school issues.

PERSON SUPERVISES

SMRBA: All school support staff including administration and finance staff; site staff; cleaning; catering; technical staff, ICT network staff and lunchtime supervisors.

ROLES & RESPONSIBILITIES

To act as a Strategic Leader:

- To advise and support the work of the Governing Board, to present reports to them on a regular basis and to attend Governing Board and sub-committee meetings as required;
- To initiate ideas, policy, developments with regard to whole school values and ethos, promoting improvements in all aspects of school performance as and when appropriate;
- To attend Senior Leadership Team meetings as required and provide guidance, support and management as appropriate in order to be compliant with regulatory requirements;
- In the absence of the Headteacher, take delegated responsibility for financial and other relevant related matters;
- To be responsible for the delivery of effective and efficient services in accordance with the needs of the school;
- To pursue the concept of 'best value' to benefit the school as a whole;
- To provide advice to SLT and the governing body and appropriate committees regarding issues raised by the implementation of fair funding;
- To lead and manage all school support staff;
- To contribute to the safeguarding of all students attending the school;

To lead the Financial Management of the School:

- To be responsible for and manage all financial functions within the school;
- To ensure all statutory returns are completed and legal obligations fulfilled in connection with the Local Authority, the Department for Education 'DfE' and other external organisations;
- To advise, consult, inform and update the Headteacher and Governors in all financial matters;
- To provide financial training and advice to school staff;
- To develop and maintain a strategic financial plan that will indicate trends and requirements of the school and will forecast future years' budgets;
- To be the school's liaison officer with internal and external financial auditors;

- To ensure compliance with the Schools Financial Value Standard, including purchasing and procurement procedures;
- To use financial management information, especially benchmarking tools; to identify areas of relative spending, assess trends and directly advise the SLT and Governing Board/sub-committees accordingly;
- To liaise effectively with the Local Authority in the management of the school's delegated budget;
- To proactively seek, secure, manage additional finance streams, including fundraising, bids and asset management processes;
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services ensuring "best value" at all times. Purchase, either directly or indirectly, the school's energy supplies.
- To manage a computer based system and to operate and account for the school's budget (currently in excess of £10m);
- To prepare an annual budget proposal and profiled expenditure plan for the school and present monthly budget monitoring reports to the Headteacher;
- To develop, maintain and provide financial guidance to staff who have been delegated budget holder responsibility;
- To maintain the school's asset register ensuring appropriate management of resources including planning for replacement and renewal.
- To ensure full compliance in school with the Local Authority in connection with the application of its IR35 policy and procedures for the professional engagement of workers/contractors.

To lead and manage Human Resources:

- To be responsible for ensuring the recruitment, selection of all staff and payroll services within the school is in line with legislation, regulation, professional and occupational standards, frameworks and codes of practice requirements, and for the administration of those processes;
- To advise governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal;
- To ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements;
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate;
- To manage the recruitment, professional development, appraisal and training of all support staff;
- To ensure safer recruitment procedures are followed for all new appointments;
- To be responsible and oversee the maintenance of the school's Single Central Record for all adults within the school;
- To actively seek and make use of as required specialist external expertise from the school's HR provider in relation to HR issues;
- To oversee the performance management, appraisal and development for all support staff;
- To ensure the school's equality policy is applied and clearly communicated to all staff;

- To evaluate the school's strategic objectives and assist the Headteacher with all future Workforce Reform issues.

To lead and manage the Administration function:

- To plan, lead and manage the whole school administrative function for all support staff;
- To design and maintain administrative systems that deliver outcomes based on the school's aims and objectives, and to manage systems and link processes that interact across the school to form complete systems;
- To establish and use effective methods to review and improve administrative systems;
- To prepare information for publications and returns for the DfE, Local Authority, other agencies and stakeholders within statutory guidelines;
- To lead and manage effective school business processes to deliver school requirements;
- To have overall responsibility for the collection and dissemination of data and data protection;
- To manage, monitor and review consistent data and benchmarks to ensure school performance targets are met and that school is compliant with legal, regulatory, ethical and social requirements.

To lead and manage ICT Systems:

- To be responsible for the school's ICT network, working in conjunction with the BSF/RM managed network service contract;
- To consult and consider new technologies and ways to improve existing ICT systems;
- To be responsible for the school's Management Information System (currently SIMS), and all staff user accounts;
- To oversee and ensure full GDPR compliance by all users of the school's network.

To lead and manage Buildings and Facilities:

- To ensure a safe, secure and accessible site for students, staff and all other visitors;
- To ensure the buildings and site provide the best learning environment for all students;
- To represent the school at all meetings with external stakeholders;
- To monitor all service contracts and KPIs, ensuring penalties are enforced and repayments received;
- To be responsible for the overall management, monitoring and review of buildings services, including contracts, tenders and SLAs for outsourced school services such as cleaning, catering, grounds maintenance, security and building services and to monitor, assess and review these contractual obligations;
- To seek and make use of specialist expertise in relation to contract management;
- To ensure the safe maintenance and security operation of all school buildings;

- To manage the maintenance of the school site, including the purchase and repair of all furniture and fittings;
- To ensure the continuing availability of utilities, site services and equipment;
- To maximise income opportunities through lettings of the school's buildings and facilities and via extended services provision;
- To have overall responsibility for any capital building works.

To lead on School Risk Management - Health & Safety

- To be the school's designated Health & Safety Officer, leading on all health and safety issues within the school, developing policy and procedures and ensuring that health & safety is prioritised and informs the school's strategy, planning and decision making;
- To be the Lead Fire Warden and plan, instigate regular fire drills whilst maintaining records of fire practices and alarm tests;
- To ensure the school's health & safety policy statement is clearly communicated and available to all staff and visitors to the school;
- To ensure the health & safety policy, Local Authority corporate health & safety advice and procedures, and appropriate risk assessments are implemented at all times, put into practice and subject to review and assessment at regular intervals or as situations change;
- To be the school's liaison with health & safety auditors, fire safety auditors and the HSE;
- To be responsible for implementing risk management and loss prevention strategies in the school to reduce insurance costs and in the management of any third-party service contracts;
- To identify potential risks in relation to achieving strategic objectives and make effective contingency and disaster recovery plans.

Whole School responsibilities.

- To proactively engage with and develop partnership initiatives with other schools, services, education institutions and local businesses to further school community services;
- To develop and review a framework for marketing school services to a range of audiences.

Other specific duties

- To continue professional development;
- To undertake any other duties which lie within the postholder's competence according to the needs of the school and contribute to the learning environment within the school.

Little Ilford School

Person Specification

School Business Manager

CRITERIA	METHOD OF ASSESSMENT	ESSENTIAL/ DESIRABLE
KNOWLEDGE:		
Awareness of current and emerging trends in education policy nationally and locally.	Application Form/Interview	Desirable
Knowledge and understanding of financial management principles and good practice and audit requirements.	Application Form/Interview/ Test/References	Essential
Knowledge of education sector-specific legislation, regulation, guidelines and codes of practice relevant to the post.	Application Form/Interview/ Test	Desirable
Understanding of effective principles for fundraising and bid grant writing.	Application Form/Interview	Essential
Knowledge and understanding of marketing strategies.	Application Form/Interview/ References	Desirable
QUALIFICATIONS:		
Degree in relevant subject e.g. Business Management/Accountancy , or have extensive on the job experience i.e. minimum 5 years in a financial, management	Production of certificate	Essential

and leadership role. Advanced Diploma, Diploma or Certificate in School Business Management.	Production of certificate(s)	Essential
EXPERIENCE:		
Experience of preparing, managing and monitoring large scale budgets using appropriate budgetary systems.	Application Form/Interview/ Test/References	Essential
In-depth knowledge of Health & Safety risk, issues and legislation in relation to education.	Application Form/Interview/ Test/References	Essential
Experience of leading and managing staff and projects in a variety of settings	Application Form/Interview/ References	Essential
Knowledge of asset management processes	Application Form/Interview	Essential
Understanding of tracking systems, analysing data and benchmark systems ensuring value for money.	Application Form/Interview/ References	Essential
Experience of buildings and facilities management.	Application Form/Interview/ References	Essential
SKILLS AND ABILITIES:		
Able to apply time management and planning tools effectively.	Application Form/Interview/ Test/References	Essential
Demonstrates a problem solving/creative approach to all areas of work.	Application Form/Interview/ Test/References	Essential
Ability to communicate effectively with colleagues, governors, parents, students, Local	Application Form/Interview/ Test/References	Essential

<p>Authority and other key stakeholders.</p> <p>Able to access, analyse and interpret data and information.</p> <p>Able to use data and benchmarking to set targets to monitor whole school performance.</p> <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Acts with integrity, honesty and fairness.</p> <p>Possesses a sense of humour.</p> <p>OTHER REQUIREMENTS:</p> <p>Must be willing to work out of hours as required by Headteacher.</p>	<p>Application Form/Interview/ Test</p> <p>Application Form/Interview/ Test</p> <p>Application Form/Interview/ References</p> <p>Interview/References</p> <p>Application Form/Interview/ References</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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