

School Business Leader

Role outline

To play a full and active part in the School Leadership Team with specific responsibility for leading and developing support services at the school and ensuring that appropriate support for teaching and learning is in place.

Leading Support Services

- Pay a full and active part in the School Leadership Team with specific responsibility for leading and developing support services at the school and ensuring that appropriate support for teaching and learning is in place.
- Attend and participate in such staff meetings/other working groups as are appropriate to the role.
- Attend in school and out of hours functions to oversee support services.
- Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- Act as a bridge to facilitate closer working relationships between teaching and support staff; and develop school policies for working with contractors and outside agencies.
- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance, ground staff, cleaners and caterers.
- Oversee the pupil level annual census (PLASC) and the workforce census.
- Provide for the preparation and production of all school records and publications.
- Maintain pupil records including those for the assessment process. Analyse the data and, in conjunction with teaching colleagues form strategies to address specific issues.
- Understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments.
- To ensure all tasks are carried out with due regard to health and safety.
- Manage health and safety, environmental issues, and service contracts.
- Act as the school health and safety coordinator and fire officer.
- Ensure effective risk management, for example, in health and safety and in the management of any third-party service contracts.
- Attend and participate in training and staff development programmes as per the school's Staff Development Policy.
- Undertake appropriate professional development including adhering to the principle of performance management.
- Set an example of personal integrity and professionalism.
- Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances.
- Advise governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination, etc., and the implementation of these policies in school.

Finance

- Oversee the regular preparation of management accounts and reports on the financial state of the school for governors and budget holders etc.
- Produce timely and fully costed proposals and ensuring they are sustainable, for example, through five-year budgets.
- To oversee the work of the finance staff with regards to orders and invoices, school fund and petty cash.
- Manage the preparation of school budgets in accordance with school's policies and to link to the School Improvement Plan.
- Advise the Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan (long-term financial strategy) for the future development of the school.
- Calculate annual capitation budgets according to set formula and revise the formula in conjunction with the Head Teacher, as and when appropriate.
- Have overall responsibility for managing the financial aspects of the budget including attending relevant meetings and courses, determining general budget structures and account levels, organising day-to-day financial transactions, profiling accounts, producing information for audit purposes and making presentations to the Finance sub-committee where applicable.
- Be responsible for the long-term strategic planning and forecasting for the school to support and contribute to the strategic objectives of the school as detailed in the school improvement Plan.
- Attend all Finance Committee (FC) meetings and provide advice to its members.
- Liaise regularly with the HT and advice on budget management.
- Provide management information for the HT and Governing Body, including termly reports for the FC and information for all internal budget holders.
- Ensure compliance with the financial management standard in schools.
- Act as correspondent for the DfE and be responsible for the records and returns required.
- Line manage the Finance Officer and manage the School's accounting procedures and resolve any problems.
- Monitor the school accounting function ensuring efficient operation according to agreed procedures and maintain those procedures by conducting at least an annual review.
- Provide training and support to those members of staff with delegated budgets.
- Ensure that the principles of value for money are applied to all school transactions.

Procurement

- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group accordingly.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'value for money' at all times.
- Oversee the process of constructing contracts for competitive tender/value for money e.g. improvement, repairs, cleaning, catering, grounds maintenance in accordance with the school financial regulations.
- Ensure the school complies with tendering procedures, standing orders or value for money legislation.
- Evaluate and advise governors on the selection of such contracts.

- Management of contracts taking action to ensure the school receives the service in the contract.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Purchase, either directly or indirectly the school's energy supplies.
- Develops and leads on negotiations on service-level and/or joint working agreements.

Infrastructure

- Develop a disaster recovery strategy to include a detailed plan.
- Develop and manages an effective asset management plan to optimise learning outcomes across the school.
- Implement risk manage and loss prevention strategies in the school to reduce insurance costs.
- Draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaising with building contractors and the school architect.
- Manage the maintenance and upkeep of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, and oversee plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc.
- In cooperation with the fire service, manage the installation and maintenance of equipment for protection against, and escape from, fire.
- Initiate and keep records of regular fire practices and alarm tests and ensure emergency procedures are current timely.
- Purchase, repair and maintain all furniture and fittings.
- Manage the security of the school site.
- Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools' activities with particular reference to the local community.
- Manage the ICT administrative function including the school ICT facilities, reprographics and telephones.
- Obtain the necessary licences and permissions and ensure their relevance and timeliness.
- Manage the school's administrative and financial computer network systems; the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system, including desktop publishing. Act as system manager for the administrative computer network and curriculum network if appropriate.

Human Resources

- Recruit and manage support staff.
- Manage the professional development, appraisal and training of all support staff.
- Oversee general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment.
- Provide advice on employment law issues and leads and advises senior leaders on key negotiations with trade unions and employee forums on a range of HR issues.
- Oversee all staff contracts and coordinate the administration of staff recruitment.
- Develop payroll strategy for the school/trust.

- Lead the analysis of current and any proposed staffing models in alignment with the School Development Plan and projected budget.
- Ensure effective grievance, absence management, staff wellbeing, underperformance and disciplinary practice.

Marketing

- Ensure an effective marketing and communications strategy for the whole school.
- Maximise income generation within the ethos of the school and ensure value for money principals are adopted, for example, in extended schools' activities.
- Secure funds to which the school is entitled; act as point of contact with central and other agencies about grant applications, gifts and other donations.
- Secure bid-based competitive funds by effective use of bidding systems and contacts.
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects.
- Promote the school to different audiences and raise the profile within the local community.
- Lead, develop and regularly review a clear and consistent brand, including guidelines.

Behaviours

Agile	Is adaptable, flexible, reflective and capable of leading and managing change.
Decisive	Can identify and consider options, make recommendations and robustly defend decisions in a timely manner, using evidence to support proposals.
Leads	Inspires and motivates others within their team, school/trust and the wider profession. Leads functions, people and/or projects within the remit of their autonomy and responsibility.
Collaborative	Works effectively and inclusively both within and outside of the organisation so individuals, teams and the learning community can benefit from shared capacity and knowledge.
Resourceful	Uses resources, information and knowledge to overcome obstacles and finds creative/ innovative solutions to develop self, team and/or organisation.
Emotionally intelligent	Manages and uses emotional intelligence when problem-solving and considers new innovations and change. Demonstrates confidence and the ability to negotiate, challenge and influence alongside care for others, diplomacy, approachability and resilience. Demonstrates both contextual and professional self-awareness.

Person Specification

CRITERIA	ESSENTIAL
EXPERIENCE (Relevant work and other experience)	Financial management experience in an educational setting Administrative experience in an educational setting

	<p>Experience of line management responsibility</p> <p>Experience of using data input systems</p> <p>Experience of using purchasing systems</p> <p>Experience of child protection procedures and commitment to safeguarding pupils</p>
<p>SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)</p>	<p>Ability to manage the school budget both on a strategic and day to day level</p> <p>Ability to produce and adopt long term financial plans up to 4 years ahead.</p> <p>Understanding of the education funding landscape and context.</p> <ul style="list-style-type: none"> • Able to apply a pragmatic approach to strategic planning • Able to work methodically and accurately under pressure <p>The ability to lead, organise and motivate a team</p> <p>The experience and ability to deal positively with staff, children and parents</p> <p>Effective time management skills</p> <p>Effective use of ICT</p> <p>The ability to think strategically</p> <p>The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others</p> <p>The ability to support colleagues</p> <p>The ability to be flexible and positive, dedicated and trustworthy</p> <p>To be loyal and committed to the school</p> <p>An ability to establish and develop positive relationships throughout the school</p>
<p>EDUCATION/</p>	<p>Level 4 qualification in a school business management discipline (Leading Support</p>



QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Services, Finance, Infrastructure, Procurement, HR or Marketing) or the Level 4 Diploma in School Business Management Minimum of three years school business management experience
	DESIRABLE
	Level 5 qualification in a school business management discipline or the Level 5 Diploma in School Business Management
	Membership of the ISBL

Reviewed and recommended by Hays as a representative JD to be used by recruiters and employers.