



Vacancy Reference No:

Job Title: School Business Manager

Directorate: Children, Learning and Young People **Post Number:** 1032423

Service: Schools **Grade:** 8

Location: Willenhall Community Primary School **Hours:** 37

Job Purpose

As a member of the Schools Senior Leadership Team, to ensure the effective and efficient provision of support services across the School, taking a lead in the strategic planning, organisation and delivery of financial and budgetary management, human resources and administration, and ensuring that the site, premises and associated services are developed to meet the educational aims, objectives and changing needs of this over-subscribed two form entry school, for 3-11 year old children

Duties and Responsibilities:

Strategic Leadership Role:

- To contribute to the formulation of policy and planning within the School as a member of the Senior Leadership Team, and to take a lead and be responsible for implementation of assigned matters with particular regard to support services (including finance, HR, site management, H&S and administration)
- To contribute to the strategic development of the school by developing and evaluating strategies, processes and procedures to promote and manage change in order to meet the School's Priorities identified in the School Improvement Plan
- To contribute towards tracking the pupil premium funding provided to school to support specific groups of children who are vulnerable to under-achievement, ensuring that they receive educational opportunities to improve attainment and overcome barriers to learning
- To ensure the school makes best use of its resources through strategic planning, the production of timely and fully costed sustainable proposals, budgets and development of effective strategies for current government initiatives and long-term educational trends and developments
- To attend Full Governing Body meetings, Resource Committee meetings and the School Business Manager network meetings, as and when required by the Head Teacher, providing appropriate information and reports for Governors' consideration
- To represent the School's Senior Leadership Team at meetings held both within the local authority and with external bodies, liaising with the Local Authority and other outside agencies as required by the Head Teacher

- Through active involvement on the Senior Leadership Team, ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources

School Finance

- To oversee finance at the school, managing a budget of in excess of £2.0m, working within the guidelines of Coventry City Council, ensuring the application of procedures as determined by CLYPD Finance, liaising with Local Authority Finance Officers and Auditors, and establishing financial control, monitoring and auditing procedures that meet the requirements of the Local Authority and Auditors as well as the Governors and the School
- To lead on budget planning and preparation in consultation with the Head Teacher, Governors and Senior Leadership Team. Collate and review budget bids from staff, assessing outcomes met, advising staff on budgetary allocations, and prepare plans, explanatory papers and appropriate reports as required
- To lead on the implementation of agreed systems and policies, which ensure the effective maintenance and control of School budgets and accounts, and demonstrate best value
- To provide financial management information and advice to the School Governors, Head Teacher, Senior Leadership Team, the DfE and appropriate Local Authority and outside agencies as required
- To advise on spending commitments, budgetary matters and other expenditure and income issues to ensure appropriate financial and audit controls are in place
- Use financial management information and benchmarking tools to identify areas of relative spend, assess trends and advise the Head Teacher, School Governors and Senior Leadership Team
- To ensure any leasing arrangements in place are effectively monitored and managed in accordance with the City Council's guidelines and requirements
- To advise and inform the Head Teacher, Governors and Senior Leadership Team of financial implications of proposed or actual initiatives, including proposals for effective use of School's resources, building and staffing structure
- To oversee all financial returns for the DfE, Local Authority and other central and local government agencies within statutory guidelines
- To assist in the preparation of bids for supplementary external funding and to maximise income generation within the ethos of the School by investigating sources of funding and acting as the point of contact with regard to grant applications and other donations and ensuring that best value principles are adopted
- To lead on ensuring adequate insurances are in place and advise the Head Teacher, Governors and Senior Leadership Team accordingly. Implement and manage approved insurances

Human Resources

- To lead on HR for all support staff, including recruitment, induction, organisation, professional development, performance management, team working and the direct and indirect supervision of these employees as required

- To administer the grievance and disciplinary procedures as required, and ensure that Equal Opportunities and Health & Safety policies are compiled with
- To undertake the Return to Work interviews for all staff, including teachers, unless the teacher has been absent for a period of more than one week
- To be responsible for managing the Promoting Health at Work Review process for all support staff, including the preparation and delivery of all evidence for governors at any Managing Health Review meetings
- Through the supervision of the administrative team, be responsible for general personnel matters including ensuring new staff have DBS clearance, medical clearance and ensure that contracts of employment are issued. To give advice to Governors on salaries, contract, expenses, sickness, maternity/paternity procedures, redundancy and other matters of dismissal by liaising with the school's HR provider
- To oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records, including contracts and pay statements
- To oversee the administration of sickness notification, self-certification and absence recording procedures, and see that these are correctly applied to all employees
- Advise Governors and the Senior Leadership Team on grades and salaries for all posts, ensuring the provision of appropriate and timely support on HR matters required in connection with all staff
- To ensure that the support staff team provide a high quality support service to the School and are valued as partners to the teaching team
- In conjunction with the Head Teacher, ensure that suitable training is identified for support staff, taking into consideration changing requirements in roles and ensuring that monitoring and evaluation of training is undertaken

Site Management

- Through supervision of the Site Services Officer, to establish and maintain a clean, secure, attractive and purposeful working environment, with responsibility for maintenance, development and security of the School site and buildings
- To be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed within the correct time frames and compliant with the appropriate legislation
- To prepare and submit capital bids for work to be undertaken on the School site
- To project manage, or work in conjunction with a Project Manager (for larger projects) for schemes that include refurbishment or developmental work of the premises
- Oversee School lettings to external organisations and the development of extended School activities
- To be responsible for the development and implementation of appropriate management plans including the Premises Development Plan and the Asset Management Plan and implement risk management and loss prevention strategies in the School to reduce insurance costs

- Monitor and oversee all contracts for services to the School including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value

Health and Safety

- To lead on Health & Safety and its co-ordination across the School. Ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of School policies and procedures
- Through supervision of the Site Services Officer, and in co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular evacuation and lockdown practices, and alarm tests. To ensure emergency procedures are current and timely
- To lead on all accident and assault reporting and investigations, liaising with parents and the Local Authority as necessary
- To ensure that the School is compliant with health and safety legislation

Whole School Administration

- To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures and record systems throughout the School, including the administration and operation of related IT systems
- To organise, as required, various elections within the School (e.g. staff and parent representatives on the Governing Body)
- Through supervision of the Administrative Team, ensure that the Single Central Record is accurately maintained and reported to Governors
- Through supervision of the Administrative Team, ensure statistical returns to the DfE, Local Authority and other outside agencies as required by the Head Teacher
- Any other duties and responsibilities within the range for the salary grade

All Staff:

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)

Responsible for:

A range of support staff including Administrative and Clerical staff, Cleaning & Caretaking, Catering and Supervisory Assistants

- Administrative & Clerical – 4 posts
- Cleaning and Caretaking – 9 posts
- Catering and Dining Room Assistants – 15 posts

Responsible to: Head Teacher

Date Reviewed: June 2022

Person Specification**Job Title:** School Business Manager**Directorate:** Children, Learning and Young People **Post Number:** 1032423**Service:** Schools **Grade:** 8**Location:** Willenhall Community Primary School **Hours:** 37

Knowledge	<ul style="list-style-type: none">• Understanding and awareness of education issues and developments• Knowledge and understanding of school financial principles and controls, budget planning and management procedures and accounting techniques• Knowledge and understanding of premises management and contracts legislation• Knowledge and understanding of HR principles and procedures, and an awareness of employment law• Knowledge and understanding of health and safety legislation and requirements, including risk assessment tools• Comprehensive knowledge of administrative systems and working practices
Skills	<ul style="list-style-type: none">• Ability to be a key team member• Excellent written and verbal communication skills• Ability to plan and prioritise workload to meet conflicting deadlines• Ability to analyse and interpret complex information and solve problems• Excellent ICT skills and ability to use a range of ICT packages• Good negotiation skills in order to negotiate contracts with suppliers• Ability to work independently and to act on own initiative• Ability to cope well with pressure and keep calm in stressful situations• Ability to motivate and manage personnel – including allocation of tasks, delegation and management of support staff• Ability to liaise and communicate effectively with pupils, parents, users and other visitors• Ability to conduct interviews for support staff appointments and associated work related to writing job descriptions, person specifications and advertisements• Ability to evaluate staffing and financial information and make recommendations in relation to policy issues• Ability to maintain absolute confidentiality and integrity• Understanding of promoting positive relationships with the wider community
Experience	<ul style="list-style-type: none">• Successful educational background at Leadership level• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters• Experience of managing staff• Experience in finance including the development, management and operation of financial management systems• Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information
Qualifications / Educational	<ul style="list-style-type: none">• Diploma of School Business Management or equivalent and substantial school experience• Excellent numeracy and literacy skills

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