



*Effort + Respect x Ambition = Success*

## Woodfield School 2024

*One goal: 'Excellence in SEMH education'*

### School Business Manager – Grade 7

An opportunity to join the Woodfield team has arisen for a dedicated and motivated individual with an interest in School Business Management. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites.

We are seeking to appoint a skilled School Business Manager as we build towards creating an exceptional educational and therapeutic provision at Woodfield School. With the goal to be the very best provision in the country and recognised as such nationally.

### Understanding the Role:

The School Business Manager will ensure the smooth running of Woodfield Schools specialist provision, taking responsible for all or the majority of the disciplines of Finance, Personnel Management, Estate Management, Administration and Transport and all matters within the management of the school which are supportive to, but do not involve, the teaching function. The School Business Manger will work across all of Woodfield School's sites, and over see the administrative function across all sites.



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## **JOB DESCRIPTION**

*Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Grade:** 7  
**Hours:** 37 hours per week  
Term time only plus Three Weeks  
**Responsible to:** Principal

### **Job Purpose**

As a member of the School's Leadership Team, to ensure the provision of efficient and effective support services throughout 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, health and safety and associated services are developed to meet the educational aims and objectives of the school.

### **Strategic Role**

1. The Business Manager will work across all school sites to support the aims and objectives of the School.
2. To manage and coordinate the daily activities of administrative personnel across both the Hawthorn Lane Site and Stoneleigh Road sites.
3. To be responsible for the financial aspects of strategic planning and ensuring that the school makes the best possible use of available resources.
4. To be responsible for all or the majority of the disciplines of Finance, Human Resources, Estate Management and Administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
5. To be responsible for effective Risk Management, for example, in Health and Safety and in the management of any third-party service contracts.
6. Attend Full Governing Body meetings, Resource Committee meetings as and when required by the Principal, providing appropriate information and reports for Governors' consideration.
7. Ensure that all forthcoming events are facilitated in terms of support services and availability of accommodation and resources.

### **Finance**

8. To advise the Principal and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.



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9. To prepare for approval by the Principal and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
10. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Management Team accordingly.
11. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting regular termly reviews.
12. To monitor all accounting procedures and resolve any problems, including: -
  - The ordering, processing and payment for all goods and services provided to the school.
  - The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
  - Maintaining an asset register.
  - Preparation of invoices and collection of fees and other dues, instigating legal action where necessary to recover bad debts.
13. To prepare all financial returns as necessary and to liaise with the Local Authority.
14. To provide detailed management accounts for the Governors, Principal and Management Team according to an agreed schedule, reporting immediately any exceptional problems.
15. To maximize income generation within the ethos of the school.
16. To be the point of contact with regard to grant applications, gifts and other donations.
17. To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
18. To purchase, either directly or indirectly, the school's energy supplies.
19. To be responsible for: -
  - Seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school.
  - Implementing the approved insurances and handling any claims that arise.

### **Human Resources**

20. To be responsible for: -
  - General HR matters relating to staff.
  - The Annual Performance Management Reviews of Administration Staff, Site Service Officers and Cleaners
  - The preparation of paperwork to HR in relation to pension, contract, medical and DBS checks for new staff.
  - The maintenance of confidential staff records and to ensure that staff records held in the school by others are kept confidential.



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- All staff contracts and co-ordination of the administration for staff recruitment.
  - The maintenance of the schools Single Central Register for staff, supply cover and volunteers.
  - Maintain the sickness/absence procedure and ensure the absence recording procedures are correctly applied for all employees.
21. To provide leadership and guidance for support staff, including direct line management responsibility for administration and clerical, and site services.
  22. To give advice to Governors where required.
  23. Maintain the sickness / absence procedures and support the Headteacher in managing the Promoting Health at Work process for all staff.
  24. Oversee the administration of all payroll and HR documentation including staff recruitment and the maintenance of staff records including contracts and pay statements.
  25. In conjunction with the Principal, 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.

### **Estate Management**

26. In conjunction with the Principal and Site Manager, establish a clean, secure, attractive, welcoming and purposeful school environment, with responsibility for the maintenance, development and security of the school site and buildings.
27. In conjunction with the Site Manager be responsible for the preparation of maintenance schedules and efficient operation of all facilities on the property and the purchase, repair and maintenance of all furniture, equipment and fittings. Ensuring that statutory inspections are managed within the correct time frames and in compliance with relevant legislation.
28. Support the Site Manager in project managing, or (for larger projects) working alongside contractors on schemes that involve refurbishment or developmental work of the premises.
29. Monitor, assess and review contractual obligations for outsourced school services
30. In conjunction with the Site Manager be responsible for the development and implementation of appropriate management plans and implement risk management and loss prevention strategies in the school to reduce insurance costs.
31. Monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining and monitoring contract specifications to ensure best value.
32. Be a main key holder for the school, attending call outs in the absence of the Site Manager and Site Service Officers.

### **Health and Safety**



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33. Lead on Health and Safety and its co-ordination across the school. Ensuring that statutory requirements are met, including responsibility for development, implementation and review of the policies and procedures including fire safety and risk assessments, and the school's disaster and recovery plan.
34. Lead on all accident and assault reporting and investigations, liaising with staff, parents and the LA as necessary.
35. Ensure that the school is compliant with health and safety legislation. Co-ordinate and attend meetings of the Health and Safety Committee ensuring minutes are taken and distributed to all interested parties.
36. In conjunction with the Premises Team, and in co-operation with the Fire Service and LA Health and Safety Advisor, be responsible for the installation and maintenance of equipment for protection against and escape from fire. Ensure and keep records of regular evacuation and lockdown practices and alarm tests ensuring emergency procedures are current and timely.

### **Whole School Administration**

37. Act as Data Protection Officer (DPO), ensure compliance with the requirements of the latest Data Protection Regulations.
38. Be the lead contact for all data protection queries with regard to potential complaints and breaches, ensuring that policies are followed and is information is appropriately handled.
39. Through supervision of the administrative team, ensure pupil records are maintained and that statutory and statistical returns to the DfE, Local Authority and other external agencies are completed in a timely manner.
40. In conjunction with the Principal, manage and maintain a record of school policies taking responsibility for the maintenance, preparation and production of statutory non-curriculum policies relevant to the post.
41. Organise and administer the nomination and election process for representatives of the governing body in liaison with the Clerk to Governors.
42. Any other duties and responsibilities within the range for the salary grade.



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**Person Specification**

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of school financial procedures and controls</li> <li>• Knowledge and understanding of budget planning and management procedures and accounting techniques</li> <li>• Knowledge and understanding of premises management and contracts legislation</li> <li>• Knowledge and understanding of HR principles and procedures, and an awareness of employment law.</li> <li>• Knowledge and understanding of health and safety legislation and requirements, including risk assessment tools</li> <li>• Comprehensive knowledge of administrative systems and working practices</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Ability to be a key team member in a range of teams across the school</li> <li>• Ability to plan and prioritise workload to meet conflicting deadlines</li> <li>• Ability to analyse and interpret complex information and solve problems</li> <li>• Excellent IT skills and ability to use a range of IT packages.</li> <li>• Good negotiation skills in order to negotiate contracts with suppliers</li> <li>• Ability to work independently and act on own initiative.</li> <li>• Ability to cope well with pressure and keep calm in stressful situations.</li> <li>• Ability to motivate and manage personnel, including allocation of tasks, delegation, performance management and training.</li> <li>• Ability to liaise and communicate effectively with pupils, parents, users and other visitors</li> <li>• Ability to evaluate staffing and financial information and make recommendations in relation to policy issues</li> <li>• Ability to maintain absolute confidentiality and integrity.</li> <li>• Understanding of promoting positive relationships with the wider community</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Educational background as an effective School Business Manager desirable</li> <li>• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters</li> <li>• Experience of managing staff</li> <li>• Experience in finance including in the development, management and operation of financial management systems.</li> <li>• Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Certificate of School Business Management or equivalent</li> <li>• Excellent numeracy and literacy skills</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• An enhanced DBS check will be required.</li> <li>• Understanding and commitment to the safeguarding of all children and young people.</li> <li>• Understanding and commitment to equal opportunities.</li> </ul>



## **Safeguarding**

Employees are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the schools Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the school's Disciplinary Procedures.

## **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy.

## **Equality and Diversity**

The School is committed to equality and values diversity. As such the school is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

## **Training and Development:**



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Woodfield School is committed to staff professional learning and will provide rigorous appraisal procedures.