

## Job Description



ENSURING EXCELLENCE

**POST:** School Business Manager

**RESPONSIBLE TO:** Head of School/Executive

**SALARY:** PO15; £42,806 - £45,659

**LOCATION:** The Telford Langley and Park Schools

**WORKING PATTERN:** 37 Hours whole year

**DISCLOSURE LEVEL:** Enhanced

**KEY RELATIONSHIPS:** Senior Leadership Team/Governors/Direct reports/CAT central team

**RESPONSIBLE FOR:** Administration/Finance/Governance and Facilities

### 1. Key Areas of Responsibility

To provide strategic oversight of the finances as well as strategic oversight and management of the physical resources of The Telford Park School and The Telford Langley School I in order to ensure a safe and secure environment and to support the school in improving outcomes for children, young people and the community.

The Business Manager will have a key strategic role in the management of the school and will be responsible for:

- Supporting the Headteacher in strategic financial planning
- Governance
- Payroll
- Human resources management
- Procurement and contract management
- Health & Safety
- Premises and facilities management
- Income generation
- Specific development objectives identified within the SEF
- Line management of (including their respective teams):

In addition the Business Manager will:

- To be responsible for all aspects of financial and business management of the school and to ensure effective teaching and learning through strategic financial vision and leadership ensuring best value and the highest quality provision.
- Reporting to the Headteacher, be part of the Senior Leadership Team
- To be accountable for strategic planning aspects including all financial implications and ensuring that the school makes the best possible use of resources available.
- To be accountable for the majority of the disciplines of Finance, Human Resources Management, Site Management, Administration and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- Comply with Data Protection, Health and Safety and Equal Opportunities policies and legislation.

- Take an active part in appraising own work against agreed priorities and targets

## **2. Ensuring Best Value for the School**

- Effective leadership of a range of teams to ensure best value for the school.
- To review team spending and ensure best value is achieved.
- To review income generation
- Ensure line managed staff are efficient and effective.
- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Actively contribute to the development of quality improvement programmes across the school.
- Proactively implement the school's policies and procedures.
- To advise the Head and Governors by, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
- To oversee the Finance Officer in respect of:
  - a) Preparing for approval by the Headteacher, Governors and Board of CAT the annual estimates of income and expenditure.
  - b) Obtain agreement of budgets, and to monitor accounts against budgets.
  - c) Prepare regular monthly monitoring for budget holders and to report on the financial state of the school to the Headteacher Governors and the Trust.
  - d) To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SMT accordingly.
- 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 at least an annual review.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services in line with delegated responsibilities.

## **3. Strategic Leadership Role**

As a member of the Senior Leadership Team, the post holder will:

- Consult with the Headteacher, SLT and Governors and contribute to the School Development Plan taking into account the performance improvement objectives, future funding projections, and other potential events and activities.
- Provide clear information, advice and recommendations to the Headteacher, SLT, and Governors/Trustees regarding strategic development of service support, the utilisation of school assets and the development of the school's business activity, to ensure the best possible learning environment for students.
- Participate and represent the school in national and local networks of Bursars/Business Directors and Managers, so that the school is alert to new trends and is familiar with current best practice.
- Undertake line management of staff as required and to participate in Performance Management, including relevant training opportunities for staff development, in line with the school's staffing policies and procedures.
- Take responsibility for developing and implementing policy, practices and procedures in relation to areas of responsibility, working in partnership with other leaders.
- Contribute towards the school's procedures for monitoring and reviewing and be responsible for self-evaluation, in relation to areas of responsibility, in line with school policy.
- Other areas of work commensurate with the purposes of the post.

#### **4. Financial Planning, Management and Reporting**

- Working with the SLT to develop, maintain and fulfil the financial strategy for the school.
- Ensure good and consistent practice and adherence to good governance principles and effectively manage staff in relation to financial management procedures and day-to-day financial matters.
- Advise the Headteacher, SLT and Chair of Governors on the interpretation and application of statutory regulations, school policies and agreed procedures in respect of the management of the finances.
- Support the Headteacher in the preparation of the annual budget as part of the three year financial plan.
- To be responsible for sales and purchases, income generation - sponsorship, lettings and business activities.
- To set objectives for financial management and service support, to monitor progress and to advise on any necessary remedial actions and to participate in Performance Management, and in relevant training opportunities.
- To implement creditor and debtor procedures.
- Research and complete funding bids to external bodies including Government departments. Adhere to strict deadlines and monitor the funding to ensure that any funds received from successful bids are spent appropriately and within time scales.
- Ensure the school receives value for money.
- Implement and monitor policies concerning the buying and ordering of all school supplies and services.
- Monitor the operation of contracts for the supply of services to the school.

#### **5. Human Resource Management**

- Oversee the management, maintenance and confidentiality of accurate personnel records for all staff.
- Oversee the safe recruitment of staff and ensure HR administration is compliant and implemented effectively
- Ensure an excellent HR service is provided to all school staff.
- To oversee the report on absences and that the monthly sickness absence report is presented to the Headteacher.
- Ensure that any grievances, disciplinary and other employment matters are dealt with efficiently and effectively, taking advice from Trust HR as appropriate.
- Ensure best value is obtained in terms of costs of recruitment, and temporary staff.
- Ensure that, as a senior member of staff, school expectations, in relation to all aspects of day-to-day practice, are modelled in order to support other staff in understanding and responding to the high expectations required by the school.
- Work with members of the Senior Leadership Team and the Finance and line managers to ensure that Support Staff development needs are identified and appropriate programmes are designed to meet staff development and that their training is incorporated into the overall school professional development.
- Be responsible for the efficient and effective deployment of staff directly associated with the roles and responsibilities of this post and for monitoring this on a regular basis.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, welfare, premises and maintenance.
- Be responsible for supporting and challenging staff in line with school staff management policies, including management of staff in relation to conduct, capability and attendance.
- Conduct Performance Management for the relevant staff.
- Ensure the Performance Management of Support Staff is carried out by the member of staff responsible.

#### **6. Payroll**

- Ensure compliant internal processes to complete monthly payroll including appropriate

audit checks and authorisation of payroll elements

- Deal with all Human Resources matters relating to salary, pension and HM Revenue and Customs queries.

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## **7. Facilities Management**

- Developing and implementing strategies for premises management to ensure quality is maintained and improved.
- To be responsible, in liaison with colleagues on the SLT and other external providers, for the school's Asset Management Plan, ensuring that accurate data is maintained and that the appropriate priorities are set, taking part in on-site surveys, liaising with architects and drawing up proposals as required.
- To be responsible for facilities management, including project appraisal, maintenance, security and ground maintenance and all financial matters related to DFC, dealing with all VAT liabilities, following CFR expectations.
- Manage the identification and review of all contracts for services to the school and assist in developing and implementing the Premises Development Plan.
- Oversee the Premises and Facilities Manager in respect of all aspects of premises management including implementation of health and safety requirements and site security.
- Ensure that an annual inventory check of school stock, equipment and other expendable resources is carried out and that regular and random checks are undertaken.
- Lead and manage the Premises and Facilities Manager and site management team to ensure that the school premises are kept clean, meet health and safety requirements and that general maintenance and repair work is carried out on an on-going basis and satisfactorily completed on time.
- Ensure that best value is obtained in terms of costs of building maintenance and capital expenditure from various services providers.
- To maintain systems in order to provide statistical returns for outside agencies i.e. DfE/EFA and others.
- Actively participate in the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment.

## **8. Marketing**

- To promote the school to different audiences and raise the profile within the community.
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

## **9. Governance**

- Prepare and maintain school risks register.
- Prepare statement of internal controls annually or as required.
- To review and maintain the school's data protection, anti-discriminatory law and have oversight of the school's Health & Safety policies and to ensure that all required procedures, including equality legislation, are in place and observed.
- Responsible for the development and implementation of the school's financial and service support, systems, and procedures, ensuring that they comply with agreed policies, relevant legislation, financial regulations and standing orders.
- Ensure the school meets all its financial obligations.
- Advise Governors and the Headteacher on external and internal audit arrangements as required by financial regulations and funding bodies.
- Liaise with auditors in conjunction with the CAT Finance Team.
- Support the Headteacher in the implementation of audit requirements as they affect all financial activities at the school.
- Overseeing that the school complies with all examination board requirements i.e. storage of papers, etc.
- Make the necessary arrangements for insurance cover for the school and Governors

- ensuring that claims are dealt with in an efficient and effective manner
- Ensure that tax obligations are discharged correctly and effectively.

### **Health & Safety**

- Ensure compliance with all relevant legislation.
- Play a key role in devising and implementing strategies that will further the school's ability to deliver the five outcomes of *Every Child Matters*.

### **Safeguarding Children**

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty -**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## **Person Specification**

### **Our Values and Vision**

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

### **Our Young People**

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

**Achievement - Academic:** We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

**Achievement - 'letting your light shine':** All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

### Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Relevant professional qualification such as a Degree, Diploma or Advanced Diploma in Management/School Business Management or equivalent experience at senior level</li> <li>• Evidence of sustained continuous professional</li> </ul>	<ul style="list-style-type: none"> <li>• A Certificate in Financial Reporting for Academies, AAT or Chartered Institute for Public Finance and Accountancy (CIPFA) would be a distinct advantage.</li> <li>• HR qualification (CIPD or equivalent)</li> </ul>

<p>Experience,</p>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Be experienced at working in an educational establishment at senior level and will be prepared to lead, inspire and challenge</li> <li>• Have a track record of success in the delivery of support services and managing transformational change</li> <li>• Management and leadership of staff - experience of supervising/ managing staff and a thorough understanding of staffing issues and building, leading and sustaining complex working relationships</li> <li>• Experience of working in a busy organisation and dealing with confidential matters</li> <li>• Experience of financial and budgetary management</li> <li>• Consistent achievement at SLT level</li> <li>• Technical - experience authoritative specialist (financial, HR)</li> <li>• Managerial - significant whole school operation and initiatives</li> <li>• Prioritising and planning varied tasks and activities including managing a complex workload</li> <li>• Experience of responding flexibly in a changing and demanding environment, prioritising work under pressure and meeting tight deadlines.</li> <li>• Identifying and highlighting resource issues to management</li> <li>• Delivering objectives in an effective way, minimising waste</li> <li>• Experience of the development of new systems and processes.</li> <li>• Practical experience of working directly with leaders, Directors and committees to achieve objectives</li> <li>• Demonstrable experience of managing or advising on major organisational change</li> <li>• Evidence of working as a member of a team in an environment which included taking initiative and self-motivation;</li> </ul>	<p>Knowledge of working in a school/school environment would be an advantage</p> <p>Broad experience in business management and company secretarial support in an education setting</p> <p>Experience of working at senior leadership level within an educational environment</p> <p>Technical - experience authoritative specialist - ICT</p>
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<p><b>Skills and knowledge</b></p>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of schools policy and governance and the development of practice</li> <li>• Knowledge of the management, staff profile and functions within schools</li> <li>• A comprehensive knowledge of government policy context and its opportunities and challenges relating to all areas covered by the main job task.</li> <li>• Knowledge of legislation including statutory requirements for areas identified by main tasks</li> <li>• Knowledge of educational legislation, guidance and legal knowledge of Equal Opportunities</li> <li>• Health and safety legislation relevant to the school, academies and colleges.</li> <li>• Financial regulations - vast experience of how educational establishments are funded.</li> <li>•</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills - Able to communicate effectively in a clear and compelling way with different audiences and build strong working relationships with Principals, Governors and Directors</li> <li>• A well-developed analytical, strategic, planning and organisational skills</li> <li>• Able to analyse information and complex data and identify relevant legal implications and solutions</li> <li>• Able to lead and change and encourage creativity and innovation with competent influential and negotiation skills</li> <li>• Able to establish and grow networks and partnerships and create opportunities for growth and income generation</li> <li>• Proficient ICT skills</li> <li>• Able to lead and develop teams, manage performance, coach others</li> <li>• Well-developed presentation and report writing skills</li> <li>• Effective management and leadership of staff, achieving service quality and in setting/achieving strategic objectives.</li> <li>• Able to prioritise work and to meet and manage work to tight deadlines.</li> </ul>	
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	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• knowledge of Equal Opportunities</li> <li>• Health and safety legislation relevant to the school, academies and colleges.</li> <li>• Financial regulations - vast experience of how educational establishments are funded.</li> <li>•</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Have demonstrative creative and innovative skills</li> <li>• Illustrative decision making skills resulting in strong recommendations and outputs</li> <li>• Demonstrate personal resilience and strong personal organisation and time management</li> <li>• Demonstrate willingness to challenge and be challenged</li> <li>• Interpersonal - common courtesy and tact, confidentiality, sense of humour, working in close proximity to others</li> <li>• Develops good relationships with others by behaving with integrity, treating people with respect and leading by example</li> <li>• Promotes diversity and equality of opportunity</li> <li>• Self motivated and the ability to motivate others.</li> <li>• Demonstrate a commitment to personal development in self and others</li> <li>• Flexibility to work within their contracted hours, which will include some evening meetings</li> <li>• Be able to travel to meetings</li> <li>• Be available to be contacted at mutually agreed times.</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS Checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	