

BOROUGH OF POOLE
JOB DESCRIPTION



Job Title:	School Business Manager
Job Reference:	SCH264(LM5); SCH265(LM15)
School:	
Salary Grade:	J
Responsible to:	Headteacher
Responsible for:	SCH264(LM5) – a team of up to five employees. SCH265(LM15) – a team of up to fifteen employees.

Main Job Purpose

This role will function in a Community School.

- 1) Give strategic vision and leadership to all aspects of the school's budget, finance and premises.
- 2) Lead, operate, maintain and develop the financial procedures and systems of the school, reporting to the Leadership Group and governors, while also ensuring that legal and safety requirements with regard to people and property and the function of the school are maintained.
- 3) Be responsible for the school site and its buildings: their maintenance, development and efficient use.
- 4) Function as line manager for all associated staff.
- 5) Be a member of the senior leadership of the school.
- 6) Ensure that the school is fully prepared to meet OFSTED financial criteria.
- 7) Liaise with all relevant outside agencies and contacts in relation to all aspects of the management of the school.

Main Responsibilities and Duties

Financial Management

- 1) Develop financial management systems, policies and procedures to ensure the school complies with financial regulations of the Borough of Poole and OFSTED.

- 2) Work to local authority and Financial Management Standards in Schools financial regulations.
- 3) Work with the Headteacher on the preparation of an annual/three- and five-year budgets and business plans for the school budget.
- 4) Take responsibility for managing audit procedures as necessary.
- 5) Prepare information for and attend meetings of the Governing Body, departmental heads and senior leadership team and report on financial management issues.
- 6) Support and train staff responsible for delegated budgets with procedures that enable them to monitor these budgets.
- 7) Be responsible for the tendering of all service contracts; monitor all insurance policies with a view to cost-effectiveness; and ensure the school achieves best value.
- 8) Write bids for funding as required by the Borough of Poole and the Department for Education.
- 9) Prepare regular estimates of income and expenditure, for approval by the governors.
- 10) Manage the School's Information Management Systems (SIMS) module, giving guidance to other users.
- 11) Prepare appraisals for particular projects and the development of long-term initiatives for the school.
- 12) Submit capital bids: monitor and control capital expenditure on buildings and grounds, placing of contracts, and appointment and monitoring of contractors.
- 13) Manage the day-to-day running of the school budget by providing financial advice and accountancy, arranging and checking insurance, and costing using best-value principles.
- 14) Produce management accounts.
- 15) Be responsible for ensuring all statutory, local authority and diocese returns (if applicable) are completed on time.

Human Resources

- 16) Be responsible for the induction, development and management of support staff. This includes all personnel policies and procedures, including performance and attendance management and disciplinary and grievance procedures.
- 17) Ensure that the school has robust and safe recruitment procedures and take a lead role in the recruitment of support staff into school. Ensure all new employees have been cleared through all necessary pre-employment checks, including DBS.
- 18) Take a lead in the administration of personnel and payroll information and issues and be responsible for the security of all personnel files and data held within school.

- 19) Work in conjunction with the premises staff and other senior managers to ensure the health and safety of everyone on the school premises and grounds.

Premises Management

The School Business Manager, working with the Headteacher, will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school. The post holder's responsibilities will include the following specific tasks:

- 20) Take the lead on compiling and implementing a Premises Development Plan, including energy conservation.
- 21) Through regular contact with the premises staff, ensure that proper maintenance and repair of the school is carried out and its progress monitored.
- 22) Ensure the appropriate placing and monitoring of all service contracts including cleaning and catering.
- 23) Advise on all Health and Safety matters, including measures in the event of emergencies.
- 24) Appraise projects for the development of the school.
- 25) Be responsible to the Headteacher for the security, maintenance, heating, cleaning and other general site services of the premises.
- 26) Deal with all external agencies delivering services to the school, and with all aspects of tendering for external services.
- 27) Be responsible for procedures and appropriate letting of the school premises to outside organisations and school staff and the development of all school facilities for out-of-school use, with particular reference to the local community.
- 28) Be responsible for the purchase, repair and maintenance of all furniture, equipment and fittings.
- 29) Be responsible for the work of on-site contractors and arrange estimates for the cost/duration of work.
- 30) Ensure that the best use is made of premises personnel, and be responsible for their allocation of hours and pay claims.
- 31) Be responsible for the quality of work by contractors, caretakers and cleaning staff, reporting to governors as appropriate.

Marketing

- 32) Promote the school in the local community, e.g. with parents, employers and faith groups.

- 33) Generate income for the school via the letting of premises, fundraising, and bidding for sponsorships.

Administration and ICT Management

The School Business Manager will be responsible for aspects of administration of the school office. The post holder's responsibilities will include the following specific tasks:

- 34) Coordinate and plan for the effective provision of ICT resources at the school. This includes both hardware and software and the efficient running of the ICT support team.
- 35) Manage an efficient and effective general office as one of the school's main points of public contact, as well as the centre of daily administration.
- 36) Take responsibility that inventories of equipment and stock are maintained, that all statutory and statistical returns are completed as appropriate and that the ICT administration system is run efficiently.
- 37) Ensure that the school's transport requirements are met efficiently and effectively, with consideration made to both cost and safety aspects.

Other duties

- 40) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 41) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 42) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 1) The post holder will be responsible for the line management of support staff, which may include midday assistants, premises, finance and administration staff.

Knowledge and Skills

- 1) An ability to undertake work of a complex nature which requires an advanced/high level of knowledge and skills across a range of specialist disciplines.
- 2) Excellent numeracy/literacy/ICT skills.
- 3) Full working knowledge of all relevant financial policies, procedures, codes of practice and legislation.

- 4) Ability to interpret financial and statutory information and develop school policies and procedures in accordance with these.
- 5) Excellent levels of interpersonal skills to disseminate information, communicate strategic direction, deal sensitively and fairly with people and resolve conflict where necessary.
- 6) Excellent people management skills to prioritise, plan and organise the work of a large number of support staff to build and support high-performing teams.
- 7) Ability to act as a member of the school's senior leadership team.

Creativity and Innovation

- 1) Undertake work which requires a range of imaginative solutions or responses and involves application of fresh and innovatory thinking.
- 2) Develop and communicate a strategic plan for the school's financial and operational management.
- 3) Write specifications, tender documents and negotiate all school contracts and monitor their operation, ensuring best value for the school.
- 4) An ability to market the school to generate income, ensure that the reputation of the school is maintained, and ensure that admissions to the school are maintained or increased.
- 5) An excellent aptitude for problem solving and finding innovative ways of working to ensure the efficient and effective delivery of service to staff and pupils.

Contacts and Relationships

The post holder will need to maintain a range of contacts and relationships both internal and external to the school.

- 1) Work alongside the senior leadership team, and be responsible for reporting financial information to the Governing Body of the school and giving advice and recommendations based on this information.
- 2) Liaise with contacts within school with staff, parents/carers and pupils.
- 3) Maintain regular contact with external agencies by telephone or by making statistical or financial returns: for example, the Department for Education and the Borough of Poole.
- 4) Be responsible for specifications, tendering and negotiating contracts and monitoring the work of on-site contractors at the school.
- 5) Some matters are likely to be contentious or complex, requiring support, tact, persuasion and sensitivity within the application of operational guidelines. The outcome will have a material effect, including care, on the person, service or organisation contacted.

Decisions

- 1) The post holder will need to make decisions where there is a wide range of choices and where advice is not normally available.
- 2) The post holder may be required to give advice and make recommendations to the Headteacher, Governing Body, or senior leadership team regarding budgetary position and resources, and achieving best-value outcomes.
- 3) The post holder may also have responsibility regarding operating procedures and prioritisation and allocation of work.

Resources

- 1) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
- 2) The post holder will be responsible for the accurate handling and security of cash and cheques and other financial resources.

Work Environment

- 1) Work is subject to changing deadlines, circumstances and problems.
- 2) Work requires normal physical effort and is conducted in a normal office environment.
- 3) May involve some contact with difficult-to-manage pupils, parents/carers and visitors.

Prepared by: Human Resources
Date: April 2015

BOROUGH OF POOLE
PERSON SPECIFICATION



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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Proven experience record of working in a financial environment at a senior level • Experience of directly line managing people and managing budgets • Experience of recruitment, procurement and HR management • Experience of school premises management • Experience of working in administration management • Experience of all of the above in a school environment 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • NVQ4, degree or equivalent qualification or experience, e.g. Diploma in Management Studies or a degree in a finance based subject • School Financial Value and Assurance (SFVS) qualification or the willingness to work towards it • Level 5 Diploma in School Business Management • Appropriate Health and Safety training • Excellent numeracy, literacy and ICT skills 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Ability to work well under time pressure and to work to tight deadlines • Excellent communication skills including ability to relate well to children as well as adults • Ability to negotiate and persuade • Ability to manage school facilities and contracts • Ability to liaise with a wide variety of internal and external contacts, including regional and national bodies • Ability to prioritise own workload and successfully manage the work of others, including through strategic planning of staff development • Ability to handle confidential information with discretion 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of the financial regulations of School Financial Value and Assurance (SFVS), the Borough of Poole and OFSTED, and of the financial regulations involved in the processing of accounts 	Application form Interview References

	<ul style="list-style-type: none"> • Sound ICT awareness including the ability to manage and interrogate database systems • Knowledge of Health & Safety regulations • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	
Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated approach to working • A positive attitude to promoting change 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process