



JOB DESCRIPTION

General Information

Job Title: School Business Manager (Secondary)

Code: JDA57

Accountable to: Principal

**Contract Basis: Full Time (37 hours per week)
Whole Year**

Line Management:

The post holder will be accountable to the Principal for all initiatives related to this post.

Job Purpose:

The School Business Manager (SBM) will be an integral member of the school's leadership team and contribute to the strategic development of the school and excellent educational outcomes for pupils through leadership of efficient and effective business and support services. The SBM;

- provides strategic leadership and management to a large multidisciplinary team of school support functions providing direct assistance to the Principal, Local Governing Body and Senior Leadership Team.
- takes responsibility for the leadership, management and development of support staff ensuring they understand their key roles in supporting the primary purpose of the school to raise pupil achievement and provide an excellent educational experience for all students.
- ensures adherence to and implementation of all legal and safety requirements with regard to people, property and resources.
- takes a leading role in risk management, identifying, evaluating and prioritising risks and coordinating resources to minimise, monitor and control the impact of these to the school.

Responsibilities:

General:

- Fully participate as a member of the school's Senior Leadership Team and act as a trusted advisor to the Principal, Senior Leadership Team and Governing Body on matters related to Finance, Premises, HR and Health & Safety.
- Contribute to the School Development Plan.
- Manage the administrative function and lead all support staff, delivering highly effective support services across the school ensuring alignment with the overall strategy and priorities of the school.
- Oversee preparation of information for publications and returns for the DfE, ESFA and other agencies and stakeholders within statutory guidelines
- Prepare appropriate materials for meetings of the Governing Body and its relevant committees within the scope of the job purpose.



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- Attend relevant Governing Body meetings and school events as appropriate and required.
- Line manage staff as appropriate and carry out appraisals
- Oversee, in collaboration with the Trust Director of ICT, the ICT Support Team in order to coordinate planning for the effective provision of ICT resources at the school including hardware / software and the efficient running of the ICT Technician Team.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Develop and review business continuity planning in order to mitigate the risks to the successful operation of the school
- Act as the school's main point of contact during school holidays. (The Facilities Manager or equivalent remains responsible for school security at these times)
- Carry out in full your safeguarding duty and responsibility.
- Carry out any other duties reasonably required by the Principal.

Finance:

- Develop, plan and implement the school's strategic business and financial plan in compliance with all financial, legal and auditing requirements.
- Produce and monitor the annual budget and three-year forecasts
- Ensure the school has appropriate and accurate financial systems, processes and records
- Advise the Principal, SLT and Governing Body on financial matters
- Ensure the completion of all statutory returns
- Develop, implement and monitor procurement and value for money processes
- Develop and implement income generation strategy including bid and grant management, funding, business and sponsorship activity
- Lead the tender process for all service contracts, projects and building
- Ensure effective investment and strategic management of funds
- Handle insurance claims
- support the Trust Chief Finance Officer by providing returns/information where required

HR:

- Oversee the provision of professional Human Resources support services to all school staff and leaders
- Ensure completion of reports and claims including staff absence returns, payroll claims, and other staff related information required by the Trust or Department for Education.
- In liaison with the Principal, oversee and monitor contracts, hours etc of all staff in school and advise the Principal accordingly.
- Ensure that accurate personnel records are maintained.
- Liaise with the Trust HR team and advise Principal on sickness absence reviews and prepare necessary paperwork, including making referrals to Occupational Health.
- Oversee the whole school recruitment process, including staff induction procedures, ensuring compliance with Safer Recruitment and a professional image.
- Ensure Single Central Record is up to date at all times Demonstrate highly developed interpersonal skills in order to convince others to adopt / accept a course of action which they are reluctant to take.



Facilities:

- Work with the PFI provider to ensure the effective provision and maintenance of all school facilities, including representing the school at regular strategic and operational meetings.
- Ensure contracted services are managed effectively.
- Work with the Principal on the development of capital projects.
- Ensure the school's security in particular access to site, keys and locks, intruder alarm system and oversee the Site Operations Manager or Facilities Contractor (as appropriate) in the role of maintaining security.
- Ensure the school provides a healthy catering service conforming to statutory requirements.
- Ensure the maintenance and upkeep of outside areas.
- Oversee the supply of utilities into the school.
- Ensure that outside agencies carrying out work in school are efficient and carry out contractual duties.
- To have overall responsibility for a high standard of cleaning, maintenance, security, grounds maintenance and development of buildings across the school, both internally and externally.

Health & Safety:

- To ensure the formulation, monitoring, implementation, and review of the school's Health & Safety Policy
- To advise staff on health and safety matters as appropriate
- To report to Governors on health and safety matters
- To oversee emergency procedures and ensure up to date emergency plan is always in place
- To ensure the school is compliant with all fire risk and precaution measures

GDPR/Information Security

- Act as the GDPR lead in the school and be the first point of contact in the school for any matters relating to data protection
- Ensure operational compliance with all policies, including the records management and retention policy

The Wade Deacon Trust 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 subject to an enhanced DBS disclosure and satisfactory medical clearance.

This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.



PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
A. Education and training	<ul style="list-style-type: none"> NVQ Level 4 in Administration/Business (or equivalent) Evidence of excellent ICT skills Evidence of appropriate continuing personal & professional development 	<ul style="list-style-type: none"> Qualifications at Level 6. CSBM qualification or equivalent professional experience and proven success/ability in financial management & strategic planning
B. Skills and abilities	<ul style="list-style-type: none"> Ability to identify & capitalise on income generation & opportunities Proven ability to identify opportunities for improvement in services An ability to develop teams & train other staff Proven ability in strategic management, leadership & planning Ability to prioritise, plan, organise & evaluate the work of specific areas of the schools An ability to direct & co-ordinate the work of others, devolving responsibilities & delegating tasks 	
C. Knowledge & Experience	<ul style="list-style-type: none"> Experience of managing financial systems & procedures Evidence of managing budget preparation & monitoring Experience of people & site management Appropriate awareness of data protection and associated security and confidentiality of data management Evidence of leadership qualities & the ability to manage people successfully 	<ul style="list-style-type: none"> Experience of negotiating & monitoring contracts, tenders & quotes An awareness of current legislative issues facing schools & education with regard to finance and business management
D. Personal qualities	<ul style="list-style-type: none"> Ability to relate to students and adults. Ability to listen to and understand others. Constant and consistent expectations of high standards. 	



E. Approach to work	<ul style="list-style-type: none">• High motivation and professional commitment.• Confidentiality, integrity & reliability• A commitment to and understanding of equality of opportunity.• Adaptable, flexible, diplomatic & committed to raising standards• Ability to work on his/her own initiative.	<ul style="list-style-type: none">• Willingness to undertake training in response to identified needs
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Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school and Trust in the community and upholding a 'Commitment to Excellence' at all times.