

Newhall Park Primary School



School Business Leader - Job Description

Generic Introduction:

The following information is furnished to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation- The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
4. To be vigilant for signs of neglect of children and to report any suspicions of this nature to the school's Designated Safeguarding Lead (DSL).
5. The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Prime Objectives of the post:

1. The School Business Leader is the school's leading support staff professional and works as part of the Senior Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the school meets its educational aims.
2. The School Business Leader is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Leader promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Leader is responsible for the following key areas of the School:
Finance, HR, Infrastructure, Procurement, Marketing, Administration & Relationship Management, Health & Safety, Leadership & Strategy.
5. To play a leading role in the life and work of the school as a member of the Senior Leadership Team.
6. Negotiate and influence strategic decision making, plan and manage change in accordance with the School Development Plan (SDP).
7. Lead and manage capital projects in collaboration with Local Authority officers, project managers and architects.
8. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

General Duties

Leadership & Strategy

1. Attend Senior Leadership Team, full Governing Body meetings
2. Negotiate and influence strategic decision making within the school's Senior Leadership Team
3. In the absence of the Headteacher, take delegated responsibility for financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan
5. To lead and manage school support staff

Financial Resource Management

1. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant people
8. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
10. Identify additional finance required to fund the school's proposed activities
11. Seek and make use of specialist financial expertise
12. Maximise income through lettings and other activities
13. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return
14. Present timely and fully costed proposals, recommendations or bids
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
16. Monitor the effectiveness and implementation of agreements

Administration & Relationship Management

1. Manage the whole school administrative function and lead support staff
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Ensure the Single Central Record is kept up to date and reflects all up-to-date guidance in KCSIE
4. Manage systems and link processes that interact across the school to form complete systems
5. Define responsibilities, information and support for staff and other stakeholders
6. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
7. Establish and use effective methods to review and improve administrative systems
8. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
9. Benchmark systems and information to assess trends and make appropriate recommendations
10. Prepare information for publications and returns for the DfE, Local Authority and other agencies and stakeholders within statutory guidelines
11. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
12. Ensure healthy employee relations are maintained as a prerequisite for organisational success
13. Take an active role in promoting the wellbeing of all staff in the school

Human Resource Management

1. Manage the payroll services for all school staff including the management of pension schemes and associated services
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements

4. Manage recruitment, performance management, appraisal and development for all support staff
5. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on our school and staff
6. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
7. Monitor the way policies and procedures are actioned and provide support where necessary
8. Seek and make use of specialist expertise in relation to HR issues
9. Evaluate the school's strategic objectives and obtain information for workforce planning
10. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
11. Manage staff absence procedures for the school including: trigger point interviews and action planning; communicating with staff on long-term sick; referring to outside agencies for support as necessary; and aiding phased returns for staff on long term sick, including return to work interviews and individual risk assessments

Infrastructure

1. Guarantee fundamental facilities and services necessary for the school to function are maintained to drive sustainability and support teaching and learning excellence
2. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
3. Ensure the safe maintenance and security operation of all school premises
4. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
5. Ensure the continuing availability of utilities, site services and equipment
6. Follow sound practices in estate management and grounds maintenance
7. Monitor, assess and review contractual obligations for outsourced school services
8. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
9. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
10. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
11. Seek professional advice on insurance and advise the Senior Leadership Team on appropriate insurances for the school and implement and manage such schemes accordingly

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer
2. With the Site Manager, plan, instigate and maintain records of fire practices and alarm tests
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security is consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Marketing

1. Ensure the development of a marketing and communication strategy which promotes the school and defines the brand, aims and goals. To include: pupil recruitment, stakeholder engagement, communications and promotions, maximise income generation, expansion

Environmental Demands/working Conditions:

1. Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
2. Be a key holder and have security responsibilities.
3. The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/carers/site users.
4. This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
5. Report all concerns to an appropriate person.

Conditions of Service:

1. No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (enhanced DBS check is required).
2. To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the schools nominated named person or the Headteacher.
3. To act in accordance with Data Protection Act principles and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
4. Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
5. Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
6. Must be legally entitled to work in the UK.