



<b>POST TITLE:</b>	<b>SCHOOL BUSINESS LEADER</b>
<b>CONTRACT TYPE:</b>	<b>PERMANENT</b>
<b>SALARY:</b>	<b>SPECIAL GRADE C (S1 – S5 DEPENDING ON EXPERIENCE)</b>
<b>SCHOOL:</b>	<b>CHELLOW HEIGHTS SPECIAL SCHOOL</b>
<b>HOURS:</b>	<b>FULL - TIME</b>
<b>ACCOUNTABLE TO:</b>	<b>HEADTEACHER</b>

**Prime Objectives of the Post:**

As a member of the Senior Leadership Team within an extra larger Special School over two locations, The School Business Manager (SBM) is the school leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher to ensure that the school meets its educational aims.

The SBM is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness to achieve improved standards of learning and achievement in the school.

The SBM 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.

The SBM is responsible for the Financial Resource Management, Administration Management, Management Information, IT Strategy, Human Resource Management, Facility & Property Management, Catering and Health & Safety Management of the school.

Supervisory Responsibility for 180+ employees (Teaching/Support/Administration/Caretaking/Kitchen)

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Please see the attached recruitment pack for full role details, including responsibilities and person specification.

## **Role Description**

### **About the role**

The School Business Manager (SBM) is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher to ensure that the school meets its educational aims.

The SBM is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness to achieve improved standards of learning and achievement in the school.

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### **Key Responsibilities**

#### **Leadership & Strategy**

- Attend Senior Leadership Team (SLT) meetings and when requested the Local Governing Body meetings
- Negotiate and influence strategic decision making within the SLT
- In the absence of the Headteacher liaise with the senior vice principal to take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the school development plan
- Lead and manage all school support staff
- Key Responsibilities continued

#### **Finance Resource Management**

- Evaluate information and consult with the SLT to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Headteacher for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant predicted or unforeseen developments
- Ensure accurate posting of relevant costings to the correct phase
- Provide ongoing budgetary information to relevant people

- Advise the Headteacher if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Seek and make use of specialist financial expertise
- Maximise income through lettings and other activities
- Present timely and fully costed proposals, recommendations, or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements

### **Administration Management**

- Manage the whole school administrative function and lead all support staff.
- Design and maintain administrative systems that deliver outcomes based on the schools aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders

### **Key Responsibilities continued**

#### **Administration Management continued...**

- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication

### **Management Information Systems & IT**

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purpose
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money

- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- 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
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
- Lead on GDPR

### **Human Resource Management**

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development for all support staff
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice

### **Key Responsibilities continued**

#### **Human Resource Management continued...**

- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

### **Health & Safety**

#### **Act as the school's Health & Safety Co-ordinator and Fire Officer**

- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people

- Ensure the health & safety policy is always implemented, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- 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
- Ensure the maximum level of security consistent with the ethos of the school
- 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

### **Catering**

- Provide support and leadership to the Catering Manager and Kitchen team to ensure the Kitchen is well managed, affordable and maintained.
- Ensure the Catering Manager are up to date with all food safety regulations and that this is clearly communicated and implemented by the team and regularly reviewed.
- Liaise with Lunchtime to ensure best service

### **Other**

- Any other relevant and related tasks within the pay grade, at the discretion of the Headteacher.

### **General Responsibilities**

- To keep up to date with developments in your area of responsibility
- To take responsibility for your own professional development in discussion with your Line Manager
- To ensure the consistent implementation of school's policies and procedures throughout the subject areas.
- To work within the School's framework with regard to Health and Safety
- To promote equal opportunities in the School
- To actively promote the aims and ethos of the School
- To support the School's commitment to the continued professional learning of all staff
- To undertake any additional duties as may reasonably be required by the Headteacher
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's safeguarding policies and undertake an enhanced DBS

Please note:

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

## Personal Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED	
			AP	AS
			Application	
			Assessment	
			Interview	
			Presentation	
			References	
<b>Education/Qualifications</b>				
Educated to degree level or equivalent.	√		AP,I, R, AS	
School Business Manager specific qualification e.g. CIPFA, DSBM, CSBM, ADSBM or Msc. School Business Management	√		AP,I, R, AS	
A record of Continuing Professional Development activities.	√		AP,I, R, AS	
<b>Knowledge/Skills/Experience</b>				
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	√		AP,I, R, AS	
Experience delivering change management programmes.	√		AP,I, R, AS	
Experience delivering on multiple projects.	√		AP,I, R, AS	
Experience of schools' education finance, HR and other aspects of education administration.	√		AP,I, R, AS	
Experience leading and/or managing budgeting and reporting processes in an organisation.	√		AP,I, R, AS	
The ability to input into the organisation of other areas central to school operations, e.g. pastoral services, AIG, health and safety and EVC.		√	AP,I, R, AS	
Experience working with a range of internal and external stakeholders.	√		AP,I, R, AS	
Knowledge and experience of managing procurement, contracts for services etc.	√		AP,I, R, AS	
Extensive experience managing and motivating staff with proven ability to create a united and highly effective team.	√		AP,I, R, AS	
Experience of having contributed to policy and structure formulation, implementation, evaluation and review.	√		AP,I, R, AS	
The ability to lead and motivate staff within a performance management framework.	√		AP,I, R, AS	
<b>Skills/Behaviours/Qualities</b>				
A vision that is aligned with the School's high aspirations and high expectations of self and others.	√		AP,I, R, AS	
A confident and forensic use of data to diagnose areas that need improvement, and the ability to effectively action plan to raise efficacy and standards.	√		AP,I, R, AS	
Strong interpersonal, written and oral communication skills.	√		AP,I, R, AS	
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	√		AP,I, R, AS	
Strong organisational and time-management skills and the ability to delegate appropriately.	√		AP,I, R, AS	
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	√		AP,I, R, AS	
Confidence and self-motivation.	√		AP,I, R, AS	