



Brackenhill Primary School

Dracup Road, Bradford, BD7 4HA

The school was graded "Good" by Ofsted in July 2019

School Business Manager SCP 32

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 Named Person.
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:

- To play a leading role in the life and work of the school as a member of the Senior Leadership Team.
- Negotiate and influence strategic decision making and plan and manage change in accordance with the SDP (School Development Plan).
- Lead and manage capital projects in collaboration with LA officers, project managers and architects.

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

Knowledge and Skills:

(See Personnel Specification)

Effort Demands:

- Will work under own initiative working to the priorities set by the Headteacher.
- To contribute to the overall ethos/aims of the school.
- Day to day decisions regarding the organisation and safety of the school; assisting with the planning and development of the support services.
- To participate in in-school training and other training programmes as required, and maintain personal and professional development in order to meet the changing demands of the post.

Responsibilities:

FINANCIAL MANAGEMENT

- To ensure effective financial management to ensure that all resources are managed in accordance with the Local Authority's financial accountability requirements and in support of raising pupils' attainment.
- With the Headteacher/Deputy undertake an annual budget planning exercise for the dissemination of the school's budget allocation, in line with the school improvement plan, for the approval of the governors.
- Maintain all school accounts and prepare income and expenditure reports in accordance with Local Authority regulations, prepare quarterly, year-end and other returns to the Local Authority.
- Through regular monitoring and day to day management of the budget advise the Headteacher/Deputy of any significant budget variance, potential deficit or other finance related issues, their implications and make recommendations on possible solutions to take prompt corrective action
- To produce budget monitoring and other financial reports for the Finance and Premises Committee and Governing Body.
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process. Discuss, negotiate and agree the final budget
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Coaching /mentoring /managing the Office Manager.
- Overseeing procurement guidelines with respect to quotes / tenders and supporting the Site Manager in obtaining quotes for large-scale expenditure / capital projects.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities and seek to generate additional funds for the school.
- Identify and maximise revenue from grants, sponsorships and other alternative revenue streams.

ADMINISTRATION MANAGEMENT

- Manage the whole school administrative function and staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.

- Define responsibilities, information and support for staff and other stakeholders.
- 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.
- Ensure information and returns for the DE, LA and other agencies and stakeholders are completed within statutory guidelines.

MANAGEMENT INFORMATION SYSTEMS AND ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- 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.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

HUMAN RESOURCES MANAGEMENT

- Take a lead role and responsibility for the HR function, in school.
- To be responsible for the maintenance of confidential staff records.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- To be responsible for the induction of all new staff and other documents relating to staff employment e.g., child safeguarding, right to work etc.
- Participate in the school's annual performance management system.
- To have oversight of contracts, administration and payroll.
- Ensure the completion and submission of monthly timesheets for staff and supply teachers.
- Administration and Management of Supply Cover.
- To be responsible for the effective operation of staff pay information to payroll.
- Carrying out return to work interviews / absence meetings with staff.
- Managing investigations.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- 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.
- To ensure safer recruitment by ensuring all vetting procedures are complied with, the Single Central Register maintained accurately and enhanced DBS and other vetting checks made.

DATA

- Assisting the SLT with the development of the school's data strategy (data collection, update and monitoring).
- Managing and submission of the Workforce Census and Pupil Census.
- Overall responsibility for Sims maintenance accuracy.

FACILITY AND PROPERTY MANAGEMENT

- To oversee and manage site improvement work including preparing specifications for work and liaising with contractors and advising head and governors on the allocation of contracts.
- To manage, in conjunction with the Headteacher, the upkeep and maintenance of the school site, buildings, equipment and keep an inventory of all school resources.
- To liaise with various community groups, businesses and organisations and manage the lettings agreement, with due regard to legal procedures and requirements.
- Ensure the safe maintenance and security operation of all school premises Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and are being managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Seek professional advice on insurance and advise the SLT and governors on appropriate insurances for the school and implement and manage such schemes accordingly

HEALTH AND SAFETY

- Act as the school's Health & Safety Co-ordinator, 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 implemented at all times, 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 the maximum level of security consistent with the ethos of the school.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- 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.
- Be a key holder and have security responsibilities.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users
- 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.
- Report all concerns to an appropriate person

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required)

OTHER CONSIDERATIONS:

- 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 school's nominated Child Protection Co-ordinator or the Headteacher.
- 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.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.



**Brackenhill Primary School
Personnel Specification
School Business Manager SCP 32**

Factor	Essential	Desirable	Means of assessment
Experience	<ul style="list-style-type: none"> • Significant experience of managing successful teams, including appraisal. • Experience of developing, implementing and maintaining new systems and procedures. • Excellent interpersonal skills, including the ability to consult and influence at senior levels. • Knowledge of school systems, associated policies and codes of practice including an understanding of relevant legislation. • Management and motivation of staff. • Project management • Tendering and contract management. • Working knowledge of employment law. • Good understanding of confidentiality and data protection. • Familiarity of schools accounting systems. 	Experience of managing compliance to <ul style="list-style-type: none"> • Health and Safety procedures and regulations. • Experience of negotiating and managing contracts. • Good knowledge of current employment law and HR best practices. • Successful experience in a similar role in another educational establishment. • Identifying and bidding for discretionary funding. • Experience of financial systems in school 	Letter of Application Interview References
Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths grade C/Level 4 or above or equivalent • Financial experience • Commitment to complete CSBM qualification if not already held. 	<ul style="list-style-type: none"> • Degree in a relevant subject, equivalent qualification or significant experience in relevant discipline e.g. CSBM • Financial qualification • Evidence of study at a higher level 	Application Form and sight of original certificates
Skills and Abilities	<ul style="list-style-type: none"> • Strong interpersonal and people management skills. • Ability to manage conflict to achieve positive outcomes. • Ability to maintain confidentiality. • A willingness to work in an environment with children. 	<ul style="list-style-type: none"> • 	Application Form Interview References

	<ul style="list-style-type: none"> • Personal effectiveness, including time management and ability to prioritise deadlines. • Good written communication skills, the ability to communicate clearly and concisely in writing and orally. • Ability to contribute to the strategic improvement plan considers resource allocation and leads some sections of its implementation. • Ability to contribute to the vision, values, moral purpose, learning styles, leadership styles and ethos of the school and applies these to working practices for self and team needs. • Ability to see the “big picture” and a visible desire to improve the outcome for children and young people. • Excellent data analysis skills • Flexible and willingness to be adaptable • Excellent organisation skills. • Accuracy and attention to detail. • Negotiating and contracting skills. • Diplomatic. • Self-reflection • Resilience and optimism • “Can do” mind set. • A commitment to ongoing CPD. • Committed to high standards. • Self-motivation. 		
<p>Knowledge and Understanding</p>	<ul style="list-style-type: none"> • Excellent knowledge of Child Protection and Safeguarding practices when working with children. • A commitment to promoting all aspects of safeguarding children. The post holder will require an enhanced DBS. • Acts with integrity, honesty, integrity, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the school. • Candidates should indicate an acceptance of and commitment to the principles underlying the School’s Equal Rights policies and practices. 	<ul style="list-style-type: none"> • Knowledge of schools HR, financial and other aspects of schools administration to include management information systems. • 	<p>Application Form Letter of Application Interview References</p>

