



SCHOOL BUSINESS MANAGER JOB DESCRIPTION

School:	Joydens Wood Infant School
Responsible to:	Headteacher
Start Date:	1 September 2020
Application Deadline:	21 May 2020
Interview:	22 May 2020
Application Form:	Please complete the application form by following the link:
	https://www.surveymonkey.co.uk/r/K5ZJLFZ

Purpose of the Job:

To be responsible for the planning, development, and delivery of all business aspects of the academy.

Be an active part of the academy's Senior Leadership Team which involves driving and sustaining school improvement both educationally and financially.

Key duties and responsibilities:

Responsible for the development, management, operation and delivery of support services within the school.

Responsible for the financial planning, forecasting and expenditure of the academy's budget.

Responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for selected support staff.

Leads on Safer Recruitment with oversight from the school's DSL. Ensuring all safeguarding measures have been robustly met in a timely manner.

Leads on the development of school policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all school support functions, in consultation with the operational needs of the school.

Responsible for the content and submission of relevant business, finance and compliance information to the Senior Leadership Team, the Governing Body and outside agencies.

Manage procurement and be responsible for securing relevant sponsoring and partnership arrangements adding value and financial benefits to the school.

Responsible for implementing and monitoring all compliance matters relating to the legal obligation of academies such as; Business and Finance, Website, Compliance including GDPR and Governance.

Identify the need and be responsible for securing appropriate licences and insurance.

Responsible for devising effective marketing and promotion strategies for the school, including leading on the school's website and organisation of events and open days.

Lead the development of health and safety plans within the school. Assist with the development of policies and procedures relating to the premises, health and safety, security, confidentiality and data protection.

Directly line manage the Premises Manager and the School's Business/Admin Teams.

Ensure an up to date Assets Register is implemented and monitor the robustness of this through collaborative practice with the Premises Manager.

Responsible for the management of facilities, including use of major building premises and associated income.

Monitor the compliance within the school's Catering Team e.g. health & safety, finances (income/expenditure), stock taking etc. and ensure all systems are highly effective.

Develop income generating activities including preparation of and submission of bids for funding to external agencies.

Ensure all contracts relating to the management of facilities, including premises, lettings and external contractors are good value for money.

Lead on the contracts between school lettings agreements and ensure that clear procedures are in alignment with Keeping Children Safe in Education and any procedures relating to the finance and business of the school.

Lead and advise on financial decisions that are in the best interests of the school's financial future/health. Being proactive and decisive in your approach when sharing this information with all stakeholders.

Working collaboratively with the Headteacher and other Senior Leaders to support the needs of the school, especially those that relate to the strategic direction of the school.

Person Specification: School Business Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 5 Diploma (or equivalent) or the Advanced Diploma of School Business Management (ADSBM) or Director of School Business Management / Equivalent Accountancy Qualification
EXPERIENCE	Significant experience in finance roles. Experience of leading a team of finance/admin professionals within the education sector.
SKILLS AND ABILITIES	Develops and implements school policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations over the long term, including whole school budget preparation and planning, support service monitoring. Interpersonal and communication skills in order to negotiate, advise, lead on behalf of school in external matters such as contracts, procurement, funding bids; regularly deals with a range of complex whole school finance and HR issues.
KNOWLEDGE	Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities including finance, procurement, administration, management of staff in dispersed locations.