

**St. Giles' School**

**School Business Manager**

**Role Profile and Person Specification**

**October 2024**

# ST. GILES' SCHOOL

## Job Description

<b>Job Title:</b>	<b>School Business Manager</b>
<b>School /Academy:</b>	<b>St. Giles' School</b>
<b>Grade Range:</b>	<b>Salary Range: Grade: 8 to 10, Scale point: 26 to 32 Salary FTE £37,443 to £42,840 - this will be pro-rata)</b>
<b>Hours per week:</b>	<b>Contract: Permanent: 35 hours per week, 8.30am to 4.00pm (45 minutes unpaid for lunch)</b>
<b>Work Pattern:</b>	<b>Term Time &amp; three weeks unpaid (one week in October half term, One week at Easter and one week at summer holidays).</b>
<b>Location:</b>	<b>St. Giles' School</b>
<b>Reports to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>Finance and management. Resources - Estates, Health and Safety. HR. GDPR &amp; Administrative staff</b>
<b>Role Purpose and Role Dimensions:</b>	<p>The School Business Manager is a member of the Senior Leadership Team and the purpose is to have overall responsibility for the management of the business and resources side of the school. The School Business Manager 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.</p> <p>The School Business Manager has responsibility for finance, human resources, Estates, Health and safety. whole-school administration, as well as marketing and liaison.</p> <p>They are responsible for providing professional leadership and management of relevant school support staff to enhance their effectiveness.</p> <p>Organise and supervise administrative systems within the School/Academy. Contribute to the planning, development and monitoring of support services and/or management of support staff, including coordination and delegation of relevant activities.</p> <p>Support the management team in developing the business and resource management. Ensure high quality performance through effective monitoring, evaluation, development and best value approach to the use of resources to enable students to achieve their best. Oversee all aspects of the non-teaching work of the School/Academy.</p>
<b>Commitment to Diversity:</b>	<p>As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.</p>

**Key External Contacts:**

- Local Authority/Local authorities
- DCSF,QCA equivalent
- Other Schools
- NHS partners
- DFE

**Key Internal Contacts:**

- Headteacher
- Governing body
- LMT/SLT
- Teachers
- Support staff
- Parents/carers

**Financial Dimensions:**

Administration of budget

**Key Areas for Decision Making:**

- Budget
- Human Resources
- Estates
- Health and Safety
- Whole school administration
- Resources

**Other Considerations**

Occasional evening work to support parents' evenings and Governors meetings. One night a week attendance at SLT meetings from 4.00pm to 5.00pm.

**Key Accountabilities and Result Areas:****Key Elements:****Leadership and Strategy****This will involve:**

- Ensuring the school make the best possible use of resources (financial and resources) through effective strategic planning.
- Attending relevant Senior Management / Leadership Team, Governing Body meetings
- Contributing to strategic decision making within the school's Senior Leadership Team
- Leading and managing relevant school support staff including administration
- Ensuring financial, administrative and HR (including SCR) practices adhere to statutory and best practice.

## **Financial Resource Management**

### **This will involve:**

- Evaluation information and consulting with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
- Developing a business plan (long-term financial strategy) for the future development of the school.
- Managing the school accounting function, ensuring compliance with the Financial Management Standards in schools.
- Preparing all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
- Ensuring completion of SFVS in partnership with Governors
- Providing detailed management accounts for the governors and the Headteacher according to an agreed schedule reporting immediately and exceptional problems.
- Providing ongoing budgetary information to relevant people.
- Maximising income generation.
- Managing pupil premium eligibility.
- Ensuring best value principles are adopted.
- Advise the governors on the appropriate insurances for the school and implement the approved insurances, handling any claims that arise.
- Presenting timely and fully costed proposals, recommendations or bids
- Putting formal finance arrangements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Monitoring the effectiveness and implementation of agreements
- Seeing and making use of specialist expertise in relation to finance issues
- Being responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Managing facilities including premises, lettings and associated income, building and projects etc.
- Managing financial administration procedures.
- Taking a lead role in planning, monitoring and evaluation of budget.
- Being responsible for the management of expenditure within an agreed budget.

## **Human Resource Management**

### **This will involve:**

- Being responsible for recruitment administration for all school staff.
- Management of all matters relating to staff contracts.
- Advising Headteacher and Governors on employment law.
- Managing the payroll services provided by external provider for all school staff.
- Ensuring that all sickness absence, discretionary leave, recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Managing performance management, appraisal and development for relevant support staff in consultation with the Headteacher.
- Ensuring staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Seeking and making use of specialist expertise in relation to HR
- Taking a lead role in the recruitment of support staff and in managing associated employment procedures.
- Providing advice and guidance to staff and others on complex issues.
- Undertaking research and obtaining information to inform decisions.
- Be responsible for the management of human resources, payroll, and appropriate deployment of staff, including recruitment.
- Be responsible for the provision of specialist advice and guidance to SLT/Governing Board etc. on national and local guidelines/policy/statute etc.

- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
- Manage procurement and be responsible for securing relevant sponsorship.
- Identify the need, and be responsible, for securing appropriate licences and insurance.
- Be responsible for devising marketing and promotion strategies for the school.
- Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development. On an annual basis to lead on the development of the Asset Management section of the Development Plan.

## **Administration Management**

### **This will involve:**

- Managing and monitoring of all aspects of the school's administration service and management information systems.
- Being responsible for the production of all school records, publications and marketing materials.
- Overseeing school website is compliant and contains up to date information.
- Using data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximize efficiency and avoid duplication.
- Benchmarking systems and information to access trends and make appropriate recommendations
- Preparing information for publications and returns within statutory guidelines.
- Taking a lead role in the development and maintenance of record/information systems.
- Providing detailed analysis and evaluation of data/ and producing detailed reports/information as required.
- Producing, and responding to, complex correspondence.
- Providing organisational and complex advisory personal support to other staff.
- Providing organisational and complex advisory support to the Governing Board.
- Managing complex administrative procedures.
- Being responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE.
- Managing the administration of Payroll system.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Be responsible for the design and effective operation of administrative procedures.
- Be responsible for the submission of relevant information to SLT, the Governing Board and outside agencies e.g. DfE.
- Commission appropriate Payroll systems and be responsible for their effective operation.
- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies.
- Lead on the development of performance and quality issues.
- Be responsible as lead manager in the area of planning and monitoring the work of the school/centre within the framework of best educational thinking and current legal requirements.
- Line Management responsibilities:
- Manage support staff.
- Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff.

- Represent the support staff at relevant meetings.

## **Estates/Resources**

### **This will involve:**

- Taking a lead role in procurement and securing sponsorship/funding.
- Managing service contracts.
- Managing school licences and insurance.
- Lead half termly health and safety meetings
- Estates management
- Maintain Asset register and disposal register.
- Lead evacuation and contingency systems in the school.
- Develop work specifications and manage service contracts.
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Be responsible for planning, monitoring and evaluation of budget.
- Be responsible for the management of expenditure from the school budget.
- Be responsible for the management of Health & Safety within the school.
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## **Marketing**

### **This will involve:**

- Promoting the school to parents, partners and local community.
- Liaising with local schools and outside agencies.
- Liaising with local businesses.
- Taking a lead role in marketing and promoting the School/Academy.

## **Management of General Data Protection Regulations**

### **This will involve:**

- Act as the key contact within school for GDPR
- Assist DPO with reporting data breaches to the Information Commissioners Office.
- Develop an ethos and culture within the school for best practice around data protection.
- Regularly review GDPR information, guidance and resources.
- Oversee and distribute information and training around GDPR.
- Ensure records are kept in relation to GDPR training for staff.
- Ensure relevant privacy notices are issued to individuals as necessary.
- Identify and monitor the data processors at work, ensuring that they deal with data in a manner consistent with data protection principles.
- Monitor data management procedures within school ensuring compliance with GDPR.
- Lead on the response to requests for information by data subjects, ensuring they are addressed within legal timescales.
- Ensure data is destroyed when necessary in line with published guidelines.
- Perform regular audits and spot-checks to ensure procedures are compliant with regulations.
- Undertake relevant training in regards to GDPR.

### **Data Protection – Expectations for all staff:**

- Being aware of the schools legal obligations under the Data protection Act 2018 and the EU General Data Protection Regulation (GDPR) for the security , accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining records and archiving systems in accordance to departmental procedures and policies as well as statutory requirements.

- Treating all information acquired through employment, both formally and informally, in accordance to schools GDPR policy.



## Key Accountabilities and Result Areas:

### Other Responsibilities

## Key Elements:

### This will involve:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the School/Academy.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

### Green Statement

### This will involve:

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

### Data Protection

### This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.

### Confidentiality

### This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Key Accountabilities and Result Areas:

### Equalities and Diversity

## Key Elements:

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

### Safeguarding

#### This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

### Customer Care

#### This will involve:

- The ability to demonstrate a commitment to the School/Academy's Customer Care Policy.

### Health and Safety

#### This will involve:

- Every employee being responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### To contribute as an effective and collaborative member of the School/Academy Team

#### This will involve:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

### Job Title:

**School Business Manager**

### Essential knowledge:

- Level 4 Diploma in School Business Management as a minimum or other recognised and relevant professional qualification..
- Highly competent in using MS Office including Word, Excel, Powerpoint and Outlook..
- In depth knowledge of school business management software or similar
- Full working knowledge of relevant policies/codes of practice/legislation.
- In-depth understanding and knowledge of estates management, compliance and health and safety in educational settings

### Desirable

- Level 5 or 6 Diploma in School Business Management
- Current First Aid at Work certificate.

### Essential skills and abilities:

- Highly developed interpersonal skills.
- Excellent numeracy/literacy skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to work under pressure and meet deadlines.
- Able to strategically influence decision making within the school.
- Ability to form and maintain appropriate professional relationships and boundaries with all stakeholders.
- Successful implementation of event organisation and presentation.
- Displays commitment to the protection and safeguarding of children and young people.
- Effective use of specialist ICT packages.
- Use of specialist equipment/resources.
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.

### Desirable

- Experience of leading an Audit inspection.
- Experience of an Ofsted Inspection.

### Essential experience:

- Demonstrable experience working in an office environment at a senior level.
- Extensive management experience in school administration and finance in a SEND setting.
- Wide experience of personnel management
- Extensive experience of budgetary control and associated financial duties
- Experience of dealing with suppliers, contractors, LA officers and Governors.
- Extensive knowledge and compliance of managing DBS and SCR.
- Proven knowledge and experience of recruiting, training and developing staff.

**Special conditions:**

- Enhanced DBS check

**Philosophy, commitment and personal qualities:**

- Commitment to the principles of inclusion, children's rights and community cohesion.
- Enthusiasm and commitment to providing the best possible education for the students at St Giles school.
- Acceptance and commitment to the principles of equality.
- The ability to relate effectively to pupils, staff, parents, outside agencies and the wider community.
- The ability to work under pressure, to make difficult decisions and carry them through.

The ability to use development opportunities to improve skills, increase knowledge and reflect constructively

The information contained in this job description and job specification is subject to change due to the requirements of the role and the list is not exhaustive. This will be reviewed with the Headteacher and governing body of the school.

Review of information: .....

Signed and dated/ SBM: .....

Signed and dated HT: .....