



# Marden High School

## **Business Manager (Grade 11 52/52)**

### Job Description

Reporting to:	Headteacher
Working time:	37 hpw – 52 weeks per year
Salary/grade:	Grade 11 - £47,754 - £52,805
Disclosure level:	Enhanced

### **PURPOSE OF THE JOB**

Be responsible for strategic planning and operations in relation to the business and support services departments in the school; including all financial implications and ensuring that the school makes the best possible use of the resources it has available.

To be responsible for finance management, personnel management, estate management, administration, training and development of support staff and all matters within the management of the school which are supportive to, but do not involve, the teaching function. To be responsible for the marketing of the school. As a member of the Leadership Team, contribute to the strategic management and direction of the school. Be a school first aider.

### **Organisation**

- Be responsible for the planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies
- Be responsible for the creation and implementation of whole school management systems, for both teaching and support staff
- Provide organisational and advisory support to Governors, attending meetings as appropriate
- Lead a team of support staff team leaders to ensure effective communication and development of systems and procedures across support services
- Direct line management of the following departments: Administrative, Finance, Site
- Be responsible for the creation and implementation of recruitment/mentoring and performance management systems for all support staff

- Ensure the appropriate provision of first aid
- Participate in on call rota system, school assemblies and duty teams
- Be responsible for the day-to-day office management, organisation and provision of clerical and administrative support, including taking a major role in the development and maintenance of management information systems

## **Financial Management**

Working with the Headteacher, the Business Manager will prepare an annual budget for the school for submission to all relevant stakeholders (SLT, Governors and LA) and provide specific expertise in long term financial managements. Financial responsibility:

- Management of school's finances, including Standards Fund and other external funding
- Forward budget planning, including preparation of annual forecasts and budgets, in consultation with the Headteacher
- Preparing financial reports as required by Headteacher, Governing Body and other budget holders; attending meetings of Governing Body, as required, to present reports on financial matters
- Alongside Finance Officer, monitoring of all income and expenditure relating to internal budgets; keeping budget holders informed of their balances and committed expenditure. To act as budget holder as appropriate at the discretion of the Headteacher
- Management and development of the school's computerised financial systems
- Alongside Finance Officer, preparation of reconciliation reports, VAT returns and any other financial return required either statutorily or by the Authority
- To manage the relationship and contracts with all external providers of goods and services
- Alongside Finance Officer, development of school financial policies and procedures (eg Lettings Policy) in line with LA requirements and Standing Orders
- To advise the Headteacher on investment and financial policy, preparing appraisals for particular projects and for the development of a long-term financial strategy for the future development of the school
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Leadership Team accordingly
- To be responsible for securing bid-based competitive funds by effective use of bidding systems and contracts

## **Personnel Management**

- To be responsible for general personnel matters inclusive of:
- Be responsible for ensuring general personnel administration, contracts, DBS clearance of staff, medical checks etc
- Be responsible for the recruitment of all support staff
- Be responsible for the induction of support staff including monitoring new staff during probationary periods to ensure performance is maintained

- Be responsible for ensuring staff development, identifying individual needs and developing a programme to meet those needs in accordance with the School's assessment of present and future skills requirements. Organise and manage training sessions, including whole school events
- Be responsible for the implementation of the School's Performance Management policy for support staff
- To give advice to Governors on salary assessment, sickness and maternity procedures, redundancy and other matters of dismissal
- To attend at Employment Tribunals as necessary; inclusive of case preparation and documentation
- Alongside LA departments, to advise Headteacher and Governors on and all guidance and legislation related to personnel matters to ensure full business compliance

### **Site Management**

- Ensure effective procedures are in place and reviewed to enable effective maintenance, security and operation of the school buildings and facilities
- Coordinate the implementation of safety procedures across the site
- Alongside site staff, ensure accidents and hazards are recorded and reported as appropriate to the HSE and remedial action is taken
- Ensure risk assessment and loss prevention strategies are in place within the school to establish hazards and the associated risk involved
- Ensure appropriate fire prevention strategies are implemented
- Oversee the management of the school minibus alongside site personnel, to ensure compliance with relevant regulations; ensuring regular inspections and servicing are carried out
- To act as the schools' Health and Safety Co-ordinator and Fire Officer

### **Whole School Administration**

- Develop and monitor management information systems
- 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 ensuring the submission of relevant information to the Leadership Team, Governing Body and outside agencies, eg DfE, including the completion of records and returns required
- Ensure adequate staff cover during holidays
- Monitor timesheets and overtime claims

### **Whole School Resources**

- Identify the need for, select and manage resources including management of resource budget
- Be responsible for the appropriate deployment of staff including recruitment
- Be responsible for the provision of specialist advice and guidance to Leadership team/Governing Body etc on national and local guidelines/policy/statue etc

- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising

## **Marketing**

- To be responsible for, in conjunction with the Headteacher, the marketing and promotion of the school inclusive of:
- To promote the school to different audiences, including the press, and raise the profile within the local community
- To have an outward focus and to look for opportunities for revenue generation
- To communicate with target audiences and manage customer relations
- To oversee the production of marketing materials, including the college prospectus, leaflets, posters, flyers and newsletters
- To arrange for the effective distribution of marketing materials
- To attend and play a key role in the marketing sub-committee
- To provide for the preparation and production of all school records and publications

## **Responsibilities**

- 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
- 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
- To safeguard and promote the welfare of young people

## **General**

- Any other duties consistent with the grading of the post

# Business Manager

## Person Specification

Area	Essential	Desirable
Qualifications & Training	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>• Recognised management/business degree or equivalent level of a related professional qualification.</li> <li>• Evidence of continuous Professional Development</li> </ul>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>• Middle or Senior Management qualification</li> <li>• Experience of accountancy</li> </ul>
Experience	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>• Middle to Senior Leadership in a public/private sector setting</li> <li>• Three years' experience in Financial Management</li> <li>• Managing budgets, financial reporting, procurement and fixed assets</li> <li>• Managing and leading teams</li> <li>• Financial analysis and reporting</li> <li>• Experience of driving through organisational change</li> <li>• Experience of developing effective administrative systems and procedures</li> <li>• Experience of project management</li> <li>• Experience of producing a variety of financial reports</li> </ul>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>• Experience of forming business partnerships</li> <li>• Previous experience and a school Business Manager</li> <li>• Experience of completing applications to secure funding</li> </ul>
Abilities, skills and knowledge	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>• A good understanding of the principles underpinning effective performance management</li> <li>• Good knowledge of effective IT administration systems</li> <li>• Good knowledge of financial standards, and financial procedures and regulations in schools</li> <li>• A good understanding of HR policies, codes of practice and legislation</li> <li>• A good understanding of H&amp;S policies, codes of practices and legislation</li> <li>• Ability to communicate verbally with and write reports for a range of stakeholders, including Governors and external agencies</li> <li>• Ability to manage people effectively by conducting regular meetings, setting</li> </ul>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>• Schools Financial Value Standards (SFVS)</li> <li>• Knowledge of FMS and SIMS</li> </ul>

	<p>targets for performance, delegating tasks appropriately and monitoring the quality of delivery and outcomes</p> <ul style="list-style-type: none"> <li>• Ability to prioritise conflicting demands and thrive under pressure</li> <li>• Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions</li> <li>• Good knowledge of what constitutes “best value” and the ability to translate this into all aspects of the attached job description</li> <li>• Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner</li> <li>• Ability to use computer systems, including word processing skills to produce tables, spreadsheets and statistical returns</li> <li>• Ability to build and maintain effective working relationships with a wide variety of people</li> <li>• Ability to maintain strict confidentiality in all matters</li> <li>• Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description and any other educational/academies’ development</li> <li>• Ability to draw upon inter-personal skills to build effective business partnerships</li> </ul>	
<p>Personal Attributes</p>	<p>Evidence of:</p> <ul style="list-style-type: none"> <li>• A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency</li> <li>• Effective communicator, able to build and sustain positive relationships with all stakeholders in the school community</li> <li>• Highest level of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards</li> </ul>	

	<ul style="list-style-type: none"> <li>• Adaptability to change and embracing of innovation and creativity</li> <li>• Energy, vigour and perseverance</li> <li>• Committed to the professional development of colleagues and self</li> </ul>	
Notes	<p>The above will be evidenced by a variety of means including:</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Letter of Application</li> <li>• References</li> <li>• Interviews</li> </ul>	

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service