

JOB DESCRIPTION



Job Title:	School Business and Development Manager
Terms and Conditions	Term Time Only Annual leave – Holidays may only be taken during school holidays.
Hours:	37 hrs a week
Location:	Newchurch Community Primary School
Salary:	Grade 7 (£26,470-29,909 pro rata)
Reports to:	Head Teacher
Key Relationships	Governors, Headteacher, Office Manager SLT, Maintenance Officer, WBC lead officers The post holder will work closely with the Headteacher and senior leaders and also work with partner schools to improve the provision they offer
Key responsibilities	To be responsible to the Headteacher for implementing an efficient and effective range of support services.
Job Purpose	To manage the Health and safety, financial, premises, personnel and administrative aspects of the school to ensure effective use of resources enabling the Headteacher and senior leaders to focus on teaching and learning and raising standards across school.

Main Duties

General Management

- Ensure that administrative, premises, personnel, financial and IT services and systems within the school meet current legislation, Warrington Borough Council (WBC) and school based policies.
- Play a key part in the collating, analysing and presenting of information to the Governing Body, SLT and WBC on its performance against the School Improvement Plan (SIP).
- Be accountable for all Support Services:
 - Administration
 - Personnel
 - Finance
 - Premises
 - Health & safety

Strategic direction:

- Provide leadership and direction on strategic projects, partnerships and developments including:
 - Strategic Risk Management
 - Premises Plan
 - The Extended Schools agenda
 - Network links

Administration:

- Manage the whole school administrative function and lead support staff.
- Ensure the school's administrative systems and structures provide an excellent service.
- Implement and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Ensure information for publications and returns for the DfE, WBC and other agencies and stakeholders are prepared within agreed timescales and within statutory guidelines.

- Ensure communication with all stakeholders is of a high standard.
- To organise (and attend as required) the cycle of Governing Body sub-committee meetings. This includes preparing work plan, drafting agendas, preparing/sourcing reports and updating policies
- Implement a policy review schedule that complies with DfE guidance September 2014 and ensure there is a proactive approach to review.
- Act as link to the Educational visits co-ordinator (EVC) and review all planned trips using Evolve system including the appropriate risk assessments
- Ensure the school is compliant with data protection legislation (2018) and is registered with Information Commissioners office (ICO) as a data controller
- Act as co-ordinator for Freedom of Information requests ensuring all requests are appropriately logged, reported to WBC and a response is generated within the legislated timescale.
- Manage the school archive to ensure records are kept securely for the periods defined by legislation including registers, SEN records & financial accounts

Finance:

- Undertake regular financial monitoring across all budget areas.
- Develop and compile budget reports so that the Headteacher, Deputy Headteacher, Governors and Senior leadership Team (SLT) are given timely and accurate information on all financial and business matters.
- Be responsible for developing the financial aspects of the School Improvement Plan (SIP), monitoring its performance and ensuring alignment to finance plans.
- Take a leading role in the securing of funds for the school to achieve its goals and objectives. This includes charitable sources of funding.
- To manage school's unofficial income held in the School Fund bank account including arrangements for annual audit.
- Ensure that financial systems within the school (including FMS) :
 - Meet the requirements of the 'Manual of Internal Procedures' and School Financial Value Standard
 - Follow recognised best practice including reconciliation of funds held within school.
 - Are regularly & closely monitored.
- Liaise with WBC's Financial Advisor to provide information for the Council and other key stakeholders.

- Implement and monitor the asset management programme to meet audit requirements and enable a funded cycle of replacement for major physical assets.
- Support the Headteacher and Governors during budget setting process to ensure capital developments and school improvement priorities across the support services are considered
- Lead capital projects to ensure best value procurement, timely delivery and provision of services that are fit for purpose

Personnel:

- Be responsible for ensuring HR policies are in place, are regularly reviewed and updated.
- Ensure that all newly appointed staff receive a Contract of Employment and job description within the statutory period and an oversight maintained of all employment contracts and job descriptions.
- Undertake the induction process for new staff working in the office or in the premises team.
- Provide line management for the office staff and maintenance officer.
- Undertake the performance management and appraisal of office staff and maintenance officer.
- Support the Headteacher in the recruitment of staff including administering the complete process and the drafting of job descriptions, adverts and person specifications

Premises Management:

- To act as premise manager and undertake the appropriate refresher training every 3 years.
- Manage the school premises function and lead all relevant staff.
- Develop strategies for the effective and efficient management of the school's facilities, including the buildings and equipment.
- Ensure the Buildings Capital Plan is kept up to date, costed and actions implemented.
- Ensure that maintenance and building contracts are tendered to comply with the Councils Code of Practice on Purchasing Goods and Services and with the financial limits agreed by the Governing Body.
- Oversee the monitoring and review of contractual obligations for outsourced school services

- Ensure the completion of an annual maintenance plan that is compliant with current legislation and best practice
- Be accountable for all premises issues relating to the site including resources and Health and Safety.
- Be accountable for the maintenance of the school grounds ensuring the safety of the pupils and optimising the cost.

Health & Safety (H&S)

- To act as the school's Health & Safety Co-ordinator and undertake the appropriate refresher training every 3 years.
- Ensure a safe and secure environment for pupils, staff and visitors of the school
- To chair the H&S working group and ensure there is an annual cycle of business that covers the full H&S monitoring schedule
- To take responsibility for risk management and adverse event reporting across the site
- To take responsibility for H&S action plans arising from annual audit or assessment e.g. Legionella
- Maintain training needs analysis for H&S and ensure the training of staff. Is appropriately recorded and monitored.
- To liaise with the Risk and Resilience team at WBC to seek professional advice as appropriate and advise the Headteacher accordingly.

Child Protection:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Keeping Children Safe in Education 2018.
- To comply with the school Child Protection Policy

Person Specification – Business Manager

Education and Qualifications

Essential:

- Relevant Degree or equivalent qualification

Desirable:

- A relevant professional management qualification or School Business Management qualification
- Experience of Business Management Role
- Recognised H&S qualification

Knowledge and Experience

Essential:

- Experience of running an administrative department including line management of staff
- Experience of motivating and leading staff
- Experience of budgetary management and control within an organisation
- Knowledge and experience of financial management systems, processes and procedures
- Experience of managing risk and health and safety in organisations
- Experience of working effectively with a wide range of external partners
- An understanding of school management issues and the role of the Governing Body

Desirable:

- Experience of procurement and contract management
- A working knowledge of facilities management and Health and Safety legislation
- Awareness and understating of school/public sector finance/resources management information systems. E.g. SIMs
- Successful experience in the submission of bids securing funding in the public sector

Skills and abilities

Essential:

- Exceptional planning and organisational skills including management of deadlines
- Excellent written and verbal communication
- Highly developed interpersonal skills
- An ability to analyse data and evidence of higher level ICT skills
- An ability to use initiative and prioritise work
- Ability to lead by example
- Skills and confidence to coach and mentor staff and tackle underperformance

Personal Qualities

Essential:

- Commitment to high educational, professional and personal standards
- Respect for young people and their needs
- Commitment to equal opportunities
- A relentless drive for excellence
- Ability to keep calm under pressure
- To have strong awareness of professionalism and confidentiality
- To have a good sense of humour

Other Requirements

Essential:

- Excellent record of attendance and punctuality
- Comply with safer recruitment checks

The details contained in this job description reflect the contents of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.