

School Business Manager

Required for September 2024

Permanent – 37 hours per week, 41 weeks per year

Salary Range: Pay Band G – H: £34,834 - £44,428 FTE (dependant on experience)

Oldbrook First School and Nursery is a 'good school' (Ofsted July 2023). We value the importance of early years education, providing children with the best possible opportunities to become confident, enthusiastic and successful learners.

We are seeking to appoint a friendly, professional and dedicated School Business Manager to work in partnership with the Headteacher to lead on finance, HR and operational management to ensure efficiency and best value, as well as playing a key role as part of the senior leadership team. This is an excellent opportunity to be part of a supportive and friendly team. If you feel that you can offer Oldbrook the following then we would love to hear from you!

Proven track record of business management in a school setting.

The ability to lead and work effectively within a team.

Secure knowledge and experience to analyse financial data, balance budgets and report findings to the Headteacher and Governing Board.

Able to deal with complex situations under pressure and multi-task.

Excellent IT skills including proficiency in financial management information systems Sims, S2S, Microsoft packages.

Highly organised, able to prioritise effectively and meet deadlines.

A team player with excellent interpersonal skills and a sense of humour!

The ability to communicate effectively with pupils, parents and staff and promote our ethos and values to all visitors.

If you would like to be considered for this post then please submit a letter with your application indicating:

- What makes you an outstanding candidate for this post?
- Your proven experience in delivering high quality business management

We will offer you a supportive school environment which values everybody, happy well-motivated children who are eager to learn, a supportive leadership team, a laptop, dedicated time to work from home, as well as opportunities for further professional development. Visits to see our amazing school are welcomed. Please contact Mr Hopkins on 01908 604689 for further details.

Oldbrook First School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer.

Closing date: Friday 21st June 2024 (12 noon)

Interview date: Week commencing 24th June 2024

Start date: 1st September 2024

Job Description – School Business Manager

As an integral member of the senior leadership team of the school, the Business Manager provides strategic direction, detailed planning and operational management of all non-teaching functions, ensuring efficiency and best value.

The School Business Manager supports the Head Teacher by the provision of expert advice and guidance in relation to finance, HR, asset and estate management and administrative policy and practice.

In accordance with the school's policies and under the direction of the Headteacher, the responsibilities of the School Business Manager are as follows:

Key Objectives

1	To act as main financial consultant and adviser to the Governors and Head Teacher, providing advice in relation to financial policy and long term strategy
2	Manage the school's accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review
3	Manage a range of support staff as directed by the Head Teacher including recruitment and selection, appraisal, workforce planning and other strategic and procedural issues in relation to staff management.
4	Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. To arrange approval for all purchase orders prior to expenditure being committed and ensure Best Value on all purchases
5	To be responsible for general HR matters and the provision of general HR support and guidance to Head Teacher, Senior Leadership Team and Governors on, for example, salaries and Terms and Conditions of employment
6	Working within the agreed asset management plan, ensure that the school's maintenance expenditure is targeted to priority areas
7	Develop income generating activities including preparation of and submission of bids for funding to external agencies
8	Act as health and safety lead for the school, ensuring that policies and procedures in relation to all school activities are developed and adhered to by all internal and external staff and contractors.
9	Develop and maintain emergency planning and business recovery procedures, ensuring the clarity and accountability of staff roles.

10	Manage the administrative function including ICT, school office and reception, support for curriculum areas, reprographics, records and telephones
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Schools benefit from a flexible approach to working arrangements– because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties

Scope

- Arrange the provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
- Full line management for all support staff including responsibility for recruitment, performance management and disciplinary/grievance issues
- Management of facilities, including premises, lettings and liaising with external contractors
- Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school
- Advise, lead and negotiate on behalf of school in external matters such as contracts, procurement, funding bids; regularly deal with a range of complex whole school finance and HR issues.
- Manage administration of Human Resources
- Contribute to school improvement plan

Work Profile

- Develops and implements school administrative, financial and related policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to Head Teacher and is a member of the senior leadership team. Contributes to and develops strategic policies and initiatives and involves significant decision making affecting the whole of large school or a cluster of small schools.
- Be responsible for the development of the marketing strategy for the school
- Manage the delivery of Extended Services activities
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time		A	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications		D	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		E	
Qualifications	Recognised school management qualification or equivalent to minimum NVQ4 level	X		A
Skills / Experience	Financial management to balance sheet / P&L level	X		I, R
	Staff / team management		X	I, R
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		A	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		S	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		E	
Planning and organising work	Appreciation of reporting deadlines and shifting priorities within the academic year.		X	I
Planning capacity and resources	Ability to assess needs and plan resource requirements for lengthy periods in excess of 2/3 years		X	I
Influencing and interpersonal skills	Managing suppliers and external partners to ensure best value.		X	I, R
	Influencing skills with colleagues, governors and others in relation to introducing change		X	I
Using initiative	Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with senior school management.		X	I
Working independently	Dealing autonomously with all but the most serious administrative problems but keeping HT apprised of all major issues.		X	I
Managing people	Full management responsibility for a diverse team of administrative and other support staff.		X	I, R
Managing resources	Consultant/advisor status in relation to whole school finances. Development of robust internal financial procedures.	X		I, R
	Estates management of building(s) and premises including preventative maintenance, health and safety	X		I, R
Managing risk	Awareness of child protection guidelines as they impact upon the non-teaching functions within the school. General health and safety throughout the school.		X	I
Managing oneself	Awareness of personal development opportunities.		X	I