

JOB DESCRIPTION

Post Title: School Business Manager		Director/Service/Sector: Children's Services		Office Use JE ref: SG67
Band: 8		Workplace: Schools		
Responsible to: Head Teacher/Governors		Date: July 2021	Job Family:	
Job Purpose: To contribute to continuously improving the effectiveness and performance of the school by: <ul style="list-style-type: none">Ensuring the effective management of the Core-Budget and associated Project Budgets.Establishing, developing and implementing mechanisms for the promotion of Partnership and Communication mechanisms with all Stakeholders.Developing information sources and systems relevant to the work of the school. Developing, co-ordinating, implementing and monitoring policy and performance management.To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.To be responsible for the Financial Resource Management/Administration Management/Management Information/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School as directed by the Headteacher.				
Resources	Staff	Staff Direct line management of administration staff and supervising other staff as directed by the Headteacher		
	Finance	Day to day control of the school budget		
	Physical	Responsibility for the accuracy and security of the school databases and website		
	Clients	Extensive involvement with and shared responsibility for Service Users and Partner organisations etc.		
Duties and key result areas: Budget Management <ol style="list-style-type: none">To be responsible for the effective day to day operation of the school budget and separate project budgets.To monitor the delivery and progress of projects, in terms of financial performance and outputs, taking responsibility for remedial action, if necessary, in agreement with Headteacher, Chair of Governors, deliveries and funding partners.To evaluate and advise on best value with relation to service level agreements and all contracts.To be responsible for identifying efficiencies, income generation, external funding opportunities and ensuring the overall smooth running of all business.Conduct financial appraisals and prepare reports/recommendations for the Headteacher and Governors.To be responsible for the implementation of the new Schools Financial Value Standard to ensure that secure financial procedures are in place and meet the requirements for self-assessment Marketing & Communication <ol style="list-style-type: none">To ensure effective running of the school's website and associated micro-sites, ensuring all partners realise its value in terms of information provision and promotion of the School, Partnerships, business, programmes and projects across the activity spectrum.To represent school on external bodies and partnerships.To manage all communication activity to support the effective and efficient governance and delivery of the school's core business.To support the school in achieving its strategic aims, through a range of media and events, including the production of other publicity and information.To continually develop and promote the profile of the school through social media, websites, newsletters and other stakeholder communications.				

Information Management

12. To determine the research and information needs of the school and continuously develop a range of information sources and databases relevant to the core business e.g. management information systems, government websites, local authority databases and single central record
13. To establish, develop and implement an effective, efficient and user-friendly information management system, to record baseline information regarding school provision, activities and quality standards.

Performance Management

14. To lead performance management activity for accountable teams, supporting the effective and efficient governance and delivery of school core business as directed by the Headteacher.
15. To contribute to the performance management systems and to play a leading role, with the other members of the Leadership Team in proactively preparing for external inspections
16. To contribute to the development and implementation of service standards and continuous improvement.

Facility and Property Management/Health & Safety

17. Manage the maintenance of the school site through line management of the site manager.
18. Ensure the continuing availability of utilities, site services and equipment.
19. Follow sound practices in estate management and grounds maintenance whilst monitoring and accessing the contractual obligations for outsourced school services.
20. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
21. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health and Safety Executive

General

22. To support the Headteacher and Chair of Governors in developing school events and to look at the future progress of the school, paying particular attention to the demographic of the school catchment area and planning for the peaks and troughs.
23. To support the Headteacher in developing robust and personalised HR systems, working alongside support from the LA.
24. To support and engage in any regional/nationally relevant and work related event or activity.
25. To prepare reports for the governing body and stakeholders, as requested by the Headteacher.
26. Conduct staff appraisals, allocate individual work objectives to reflect the service plan, identify training and development needs and prepare skills and workforce plans.
27. To oversee staff absence management for the organisation
27. To oversee the recruitment process for staff.
28. To be an outward-facing member of the senior leadership team at school events.
29. Other duties appropriate to the nature, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Mainly indoors. Occasional exposure to working outdoors.

Northumberland County Council
PERSON SPECIFICATION

Post Title: School Business Manager		Director/Service/Sector:	Ref: SG67
			Assess by
Qualifications and Knowledge			
Be educated to Degree Level or equivalent level of experience in a large organisation . Relevant Professional Qualification		Post Graduate qualification in Management or related areas .	A R
Experience			
<p>Have substantial experience in a service operation, financial, human resources, or information management role.</p> <p>Manage systems for measuring performance, assuring quality linked to customer needs/organisational targets.</p> <p>Preparation of clear and concise reports, including recommendations. Devising and delivering on action plans.</p> <p>Experience of managing staff, budgets and physical resources.</p>		<p>Successful application of quality assurance models.</p> <p>Development of communications strategies within a multi agency/partnership environment.</p> <p>Experience of working with local media.</p> <p>Development of web based applications of performance management systems.</p> <p>Working in partnership with a range of organisations on multi-agency projects.</p>	A I
Skills and competencies			
<p>Have excellent communication and interpersonal skills.</p> <p>Have excellent organisational skills and knowledge of systems which facilitate achievement of performance /quality goals.</p> <p>Good IT skills.</p> <p>Be able to work collaboratively with partners.</p> <p>Customer focused approach.</p> <p>Be methodical/accurate/thorough, but with the ability to be innovative and creative, in order to inspire team members/partners.</p> <p>Adept at planning and prioritising resources, including own time</p> <p>Able to listen, consult with others and communicate clearly.</p> <p>Be skilled in writing clear and logical reports.</p>			A I R
Physical, mental, emotional and environmental demands			
<p>Manage pressures from conflicting deadlines and frequent interruptions.</p> <p>Be emotionally resilient</p>			AT R
Motivation			
			I R

Customer led. Committed to continuous improvement. Able to work alone with minimum supervision. Team player.		
Other		
Ability to develop and deliver clear work programmes and targets.	Assertive - able to communicate effectively at all levels	I R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits