

William Ransom Primary School

Effort Respect Kindness

Stuart Drive, Hitchin, Herts, SG4 9QB

Tel:01462 624777 / e-mail: admin@wransom.herts.sch.uk



Job Specification

Job Role: Business Manager

Grade: M1

Main purpose

Responsible for the planning, development, and delivery of the support function for the school and management of the school finances.

Key responsibilities

1. Responsible for business and financial management of school resources - Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
2. Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include admissions, administration, finance, HR and IT. This will also include facilities management and H&S, alongside the Site Manager.
3. Contribute to the development of training programmes/learning opportunities and mentoring for support staff, including line and performance management of direct reports including the Office Manager and Site Manager.
4. Arrange provision, analysis and evaluation of financial data and statutory reports and information to the senior leadership team, the Governing Body and outside agencies.
5. Manage the procurement process in conjunction with SLT / Office Manager / Site Manager as appropriate including monitoring of service contracts, licences and insurance.
6. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school, as well as identifying and putting into place any training needs/required, alongside the Site Manager.
7. Assist the Headteacher and Governing Body with income generation activities, including finding and applying for grants, and in promoting and marketing the school.

Individuals in this role may also undertake some or all of the following:

1. Implement a marketing plan for the school, which utilises the school website, signage, website as an online prospectus and communications with current and prospective parents/carers
2. Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
3. As a member of the senior leadership team (SLT), attend SLT meetings and report to governors where appropriate, attending all Governing Body Resources Meetings to report on finance.

- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
 - Comply with financial reporting requirements and submit statutory returns
 - Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
4. Provide support, advice and guidance on administrative issues to senior staff, Governing Body and others.
 5. Liaise with other staff, pupils, parents/ carers and external agencies.
 6. Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
 7. Track all school policies and ensure they are updated in accordance with the policy review schedule, alongside SLT
 8. Regularly update and maintain the school website to ensure content is current and accurate
 9. Monitor and update the risk register
 10. Manage lettings and the use of premises for the use of outside organisations and local community.
 11. Coordinate, purchase, repair and maintenance of furniture and fittings, alongside the Site Manager.
 12. Oversee effective operation of payroll system.
 13. Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
 14. Advise on HR issues within school and liaise with the external HR provider, along with Office Manager.
 15. Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
 16. Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times.
 17. Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
 18. Provide administrative support for the headteacher and governing body.
 19. Oversee Single Central Record

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The job holder is responsible for all the school's business and administration functions.
- Work will be mostly defined by the operational management of the school but on occasion might be generated by senior Leaders and by parental and governor enquiries. The requirements of government and other external bodies, including the LA, will be routinely managed by the jobholder.

Supervision

- Contributes to policies and initiatives and makes budget recommendations with implications for the whole school. Manages some groups of school support staff making decisions in relation to the delivery of a range of functions.
- Line management responsibility for Office Manager, with Office Manager line managing admin assistant.

Problems, Demands & Decisions

- Business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.
- Medium periods of concentration for meetings, reports, analysis; management work may be interrupted, and this may require a switch from one activity to another.
- Negotiations with suppliers and deals with sensitive issues e.g., contracts, HR.

Dimensions

- Budget management and income generation responsibilities.
- Oversee and/or manage the procurement process, may prepare and submit bids for funding.
- May manage several small budgets of their own admin, premises etc. up to c £10,000.
- Will have responsibility for monitoring the whole school budget with the Headteacher.
- The postholder makes budget recommendations with implications for the whole school, which are subject to approval by the Headteacher and/or governors in line with the schemes of delegation applicable to the setting.
- The work area that the post holder leads on involves a range of systems, records management and databases.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

- Work is normally carried out in an office environment.
- You may be exposed to emotionally demanding situation.
- Based in main school office with Office Manager and Administrative Assistant and may be required, on occasions, to cover the front desk.

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Person Specification

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline, but not essential. ➤ As a minimum qualified to A-level standard, grade C and above ➤ A school business management qualification or a desire to work towards one 	Desirable Essential Essential
Experience	<ul style="list-style-type: none"> ➤ Successful leadership and management experience in a school, or in a relevant field outside education ➤ Involvement in school self-evaluation and improvement planning ➤ Line management experience ➤ Contributing to staff development ➤ Working with children or young people 	Desirable Desirable Essential Essential Desirable
Skills and knowledge	<ul style="list-style-type: none"> ➤ Knowledge of financial management ➤ Attention to detail ➤ Previous use of Arbor MIS and Arbor finance software ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality 	Essential Essential Desirable Essential Essential Essential Essential

Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
	➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
	➤ Ability to work under pressure and prioritise effectively	Essential
	➤ Commitment to maintaining confidentiality at all times	Essential
	➤ Commitment to safeguarding and equality	Essential
	➤ Embraces change well	Essential
	➤ Deals with difficult situations effectively	Essential