

## Job Description and Person Specification

<b>Role</b>	School Business Lead
<b>Grade and Range:</b>	Grade 5 to Band A, Points 15 to 28
<b>Department:</b>	Administration
<b>Accountable to:</b>	Headteacher

### Position Overview

As the School Business Lead, you are responsible for providing strategic leadership and management for all aspects of the school office and business function, ensuring that this provides an effective, efficient, and proactive administrative support function for all stakeholders and that the delivery of this is in-keeping with school and Trust values.

### Key Responsibilities:

1. To plan and deliver administrative, financial and other support functions, as determined by the Head Teacher, to meet current and future operational needs of the school.
2. To direct and manage team members to ensure that quality, performance, standards and deadlines are achieved.
3. To be responsible for quality assurance within the school's support functions.
4. To undertake budget preparation and planning activities in support of the Head Teacher/SLT and manage allocated budgets, alerting the budget holder whilst taking any corrective action.
5. To develop systems and processes to meet operational needs and to ensure the high quality of information held.
6. To lead the recruitment, selection and development of support staff.
7. Resolve complex and contentious issues to ensure that effective support services are maintained.
8. To provide authoritative advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including creating or adapting these where necessary to meet the needs of the school.
9. To lead procurement including sourcing suppliers, negotiating price and contract terms to ensure that resources are effectively managed to deliver the best value.
10. To manage personnel administration and issues on behalf of the school.

### General Duties

1. Undertake any other duties as reasonably required by the SLT and Governing Body.
2. Contribute to the wider life of the school community
3. Undertake essential CPD as appropriate
4. Keep up to date with developments, attend networks relevant to the role and communicate these to staff as required.
5. Contribute to and follow agreed school policies and procedures
6. Appreciate and support the role of other professionals

**Skills and Experience Required:**

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
<b>Knowledge / Qualifications</b>		
A good academic standard of secondary education to GCSE and A level standard / NVQ level 3 or equivalent plus specialist training/development.	AF	
A good standard of literacy and numeracy.	AF/AST	
<b>Experience / Skills</b>		
Considerable relevant work experience in managing administrative (or similar) services or functions	AF/I/AST	
Planning and development of administrative functions to meet the current and future needs	AF/I/AST	
Establishing and maintaining relationships with contracted service providers including negotiation on service agreements and establishment of new contracts	AF/I	
Management and development of a team	AF/I	
Budget planning, monitoring and reporting	AF/I/AST	
<b>Personal Attributes</b>		
Ability to communicate complex information at all levels	AF/I	
Ability to work under own initiative with sound personal, administration and time management skills	AF/I/AST	
Considerable personal enthusiasm, energy, integrity and professionalism	AF/I	
Be flexible and open to change, and enjoy working at a fast pace whilst maintaining professionalism and accuracy	AF	
A commitment to abide by and promote the Trust's equal opportunities, health and safety and child protection policies	AF	