



Christ Church CE VC Primary School

School Business Manager Job Pack Information



May 2022



School Business Manager

The Governors are seeking to appoint a dedicated, supportive and enthusiastic School Business Manager, with the drive and expertise to support the Headteacher through the School's next stage of development.

Vacancy Details

This is a permanent post, starting as soon as possible.

The pay scale is the £28226-£30,095 pro rata according to experience. The position is term time only with a requirement to work 5 INSET days.

Application

If you are interested in applying for the post, please read the enclosed job profile and personal specification. Please apply by completing an application form and by writing a supporting letter to the Headteacher reflecting the Person Specification and Job Profile.

Closing date: Noon on Monday 16 May 2022. Shortlisting will take place during the afternoon and all applicants will be contacted by the following day.

Interviews

Interviews will be held on Monday 26 May 2022.

Please do not hesitate to contact the Headteacher, if you have any further questions, or if you wish to discuss the opportunity in more detail. Visits to the school are warmly welcomed. Please contact the school office to arrange a convenient time on 01225 863444.

Job Profile

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| Wiltshire Reference : | SCH778 | Grade I |
| Job Title : | Primary School Business Manager | |
| Main Job Purpose : | Manages all matters within the school which are supportive to, but do not involve, the teaching function. | |
| Main Duties | | |
| 1. | Attend school management meetings and contribute at a strategic level with regard to financial planning, resources, staffing, personnel, systems, marketing and site management. Contribute to the development of the school business plan, including the long-term strategy for the future development of the school. | |
| 2. | Prepare school budgets, including the provision of accurate estimates, forecasts and projections in conjunction with the Head Teacher, Governors Finance Committee and the School Senior Management Team. Oversee the production and updating of school financial procedures in accordance with financial regulations and audit requirements. Manage all non-public funds including the production and presentation of the annual accounts to the Governors’ Finance Committee. Monitor all school bank accounts. Ensure appropriate security and authorisation arrangements. Deal with the school’s rating assessment and VAT liabilities. | |
| 3. | Develop and monitor all management information systems including the analysis and evaluation of data and detailed reports/information to further the school’s improvement and to meet the information requirements of the LA/DCSF. | |
| 4. | Oversee the school’s risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements. | |
| 5. | Liaise and negotiate with providers of goods and services and third party contractors in consultation with the Head Teacher, in accordance with Best Value frameworks. Conduct regular reviews of arrangements with contractors to ensure Best Value for money and high standards of service from contractors. | |

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| 6. | Monitor and control spending and advise the senior management team on budget planning and spending so as to ensure legitimate and appropriate use of school funds and no overspends. Prepare financial returns for the DCSF, LA and other local and central government agencies as required. . Maximise income generation within the ethos of the school. Manage all income generating schemes including lettings and sponsorship ventures. Advise the Head Teacher and Governors on investment and financial policy, preparing appraisals for particular projects as appropriate. |
| 7. | Manage all groups of support staff within the school (premises, administrative/financial, midday supervisory, teaching assistants), ensuring appropriate supervision and deployment. Ensure regular appraisals are conducted for all staff and that staff training is in accordance with identified development areas for staff and operational requirements. |
| 8. | Develop and monitor the support service and whole school systems/procedures/policies. Oversee effective interface with the LA e.g. regarding pre-employment checks, pay, contracts. Organises Teacher Supply cover. |
| 9. | Manage any building projects and maintenance work undertaken on the school premises, including involvement in the drafting of outline specifications for new buildings and acting as the point of contact with regard to liaison with building contractors, architects departments, District Council planning departments and other related agencies. |
| 10. | If required, lead, manage and develop the school's extended service provision. |

Supervision and Management

The jobholder manages between 6 and 15 staff, arranged into groups who perform different types of work.

Creativity and Innovation (i.e. Problem Solving)

The jobholder prepares school budgets, budgetary forecasts, projections and estimates; devises operational procedures and working practices relating to financial and accounting systems, security, premises management systems, programmes of work for staff etc.; and generates ideas on income generation schemes.

Key Contacts And Relationships

Head Teacher, School Management Team, Governors, staff, Contractors, LEA Departments and Advisors

Staff

Contractors

Governing Body, School Management Team, LEA Departments

Routine information regarding day to day activities and operations relating to admin, finance, premises etc. Explanations and advice relating to budgets, staffing arrangements, building and maintenance work, contracts, changes to contracts or service providers etc. Presenting proposed school budgetary plans. Influencing contractors on terms of contracts.

Sensitive staff issues. Undertaking staff appraisals. Recruitment and selection of new staff.

Negotiating contractual terms, managing the work of contractors on site in their service provision to the school.

Presenting school's budgetary plans, funds and accounts.

Decision Making

The jobholder decides on the forecasts for the school budget, with support from Education Accountancy, and makes decisions relating to the planning of buildings and maintenance work. The jobholder makes recommendations with regard to the use of school finances, income generating schemes, staffing establishment, accommodation issues, building work and use of contractors.

Resources

The jobholder is responsible for ensuring the school uses appropriate procedures to secure financial and physical resources, but does not have personal "hands on" accountability.

Working Environment

The jobholder's work is interrupted e.g. by emergency situations, such as power breakdowns, mechanical breakdowns; staffing issues etc. requests for financial information, reports etc. from the Head Teacher. Work is mainly undertaken in an office, within the school premises. The jobholder is required to review building work, maintenance work etc. which may be undertaken outside.

There is contact with members of the public, visitors to the school, contract staff, students etc.

Knowledge and Skills

The jobholder needs the ability to undertake a range of advanced activities, requiring detailed knowledge of finance, accounting and budgeting; the utilisation of ICT software; premises issues; and skills in staff supervision and presentation of reports. Typically the jobholder will have or be studying towards the NCSL Certificate of School Business Management.

Person Specification

The following is a summary of the main attributes that the Headteacher and Governing Body wish to see in the newly appointed School Business Manager of Christ Church CE VC Primary School. They should be considered alongside the Job Description.

| Qualifications and Experience | Desirable | Essential | Application | Interview |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------|-----------|
| Recognised management/business degree or equivalent related professional qualification. | ✓ | | | ✓ |
| School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or MSc School Business Management | ✓ | | | ✓ |
| Evidence of continuing professional development | ✓ | | | ✓ |
| Business management and technical skills | Desirable | Essential | Application | Interview |
| Experience of effectively managing and monitoring a budget. | | ✓ | ✓ | |
| Experience of developing and managing effective administrative systems. | | ✓ | ✓ | ✓ |
| Ability to undertake research and analysis to present findings to an audience (i.e. Senior Management Team and/or Governors). | ✓ | | ✓ | ✓ |
| Experience of writing reports, both statistical and factual. | | ✓ | ✓ | |
| Ability to and experience of marketing and promotion. | | | | |
| Experience of managing Health and Safety | | ✓ | ✓ | ✓ |
| Experience of and ability to manage projects. | | ✓ | ✓ | |
| Experience of managing resources and assets, including ordering, receipting, auditing, cataloguing and co-ordination of maintenance of equipment. | | ✓ | ✓ | |

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| Experience of managing budgets, financial reporting and procurement | | ✓ | ✓ | ✓ |
| Experience of handling commercial licences, insurance and service contracts. | | ✓ | ✓ | ✓ |
| High level of ICT skills, including use of Microsoft Word, Excel, and setting up of databases and financial systems. | | ✓ | ✓ | |
| Experience of preparing and developing strategic financial plans. Ability to draft rafting sponsorship bids and/or procurement of resources. | | ✓ | ✓ | ✓ |
| High level of literacy and numeracy skills. | | ✓ | ✓ | ✓ |
| Technical Knowledge | Desirable | Essential | Application | Interview |
| Full working knowledge and experience of using and developing complex financial systems and procedures. | | ✓ | ✓ | |
| Full working knowledge of relevant financial regulations and associated legislation. | | ✓ | | ✓ |
| A working knowledge of relevant employment policies/codes of practice and associated legislation and procedures. | | ✓ | | ✓ |
| Understanding of the legal implications of the Data Protection Act and Child Protection issues and procedures. | | ✓ | | ✓ |
| A good working knowledge of national and local policies, initiatives and strategies relating to Education (i.e. DfES). | ✓ | | ✓ | |
| An in depth understanding of facilities management and related issues such as health and safety, risk assessments. | | ✓ | ✓ | ✓ |
| Communication & Organisation Skills | Desirable | Essential | Application | Interview |
| Experience of managing and developing staff. | | ✓ | ✓ | ✓ |
| Experience to communicate with a range of people including Senior Management Teams, Governors, parents and children | | ✓ | ✓ | |

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| Experience to communicate with a range of people including Senior Management Teams, Governors, parents and children. | | ✓ | ✓ | ✓ |
| Good organisational skills with the ability to prioritise work to meet deadlines and work under pressure | | | | |
| Knowledge and Skills | Desirable | Essential | Application | Interview |
| Awareness, understanding and commitment to the pursuit of equality of opportunity in terms of service delivery and employment practice. | | ✓ | ✓ | |
| Ability to deliver value for money initiatives | | ✓ | | ✓ |
| Awareness of the needs of schools in a multi-cultural environment. | | ✓ | | ✓ |
| Commitment to the equal opportunity policies | | ✓ | ✓ | |
| Work Related Circumstances | Desirable | Essential | Application | Interview |
| Willingness to attend governing body meetings | | ✓ | | ✓ |
| Knowledge of Safeguarding | ✓ | | | ✓ |