

Red Gates Primary School

School Business Manager

Role Profile and Person Specification

November 2024



CROYDON COUNCIL

Role Profile

Job Title:	School Business Manager
Department:	Children, Young People and Learners
School	Red Gates School
Grade Range:	Grade 15
Hours:	Full-time 36 hours per week, term time 52 weeks per year
Location:	Red Gates School, Farnborough Avenue, Croydon CR2 8HD
Reports to:	Headteachers
Accountable to:	Head Teacher & Governing Body
Responsible for:	Administration Team (4 staff members) Caretaker (2 staff members) ICT (1staff member) Catering 3 (staff members)
Work with:	Teachers & Teaching Assistants and other specialist roles
Post Profile	A member of the school senior leadership team the Business Manager will take on strategic responsibility and operational management of finance, human resources, whole-school administration, premises and health and safety ICT and Catering
Safeguarding:	All employees, volunteers and contractors working with Red Gates School are expected to uphold the highest standards for the safeguarding and promotion of the welfare of the children and young people
Commitment to Diversity:	As a member of the Red Gates School Team the post holder will take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">• The wider Education Community in Croydon• Local Authority Officers• Providers of Services to the School
Key Internal Contacts:	<ul style="list-style-type: none">• Head Teachers• Senior Leadership Team• Administration Team & Caretaker• The Governing Body

Job Purpose:

To be responsible for all the disciplines of Finance, Personnel, Premises, Administration and Resource Management including the planning, development and monitoring of the operation and delivery of support services within the School. As a member of the Leadership Team the post-holder will support the strategic development of the school by:

- Assisting the Head Teacher in the leadership and development of the School
- Assisting the Head Teacher in the implementation of school policies and procedures
- Assisting the Head Teacher and Governors with any projects or applications which may result in a change in school status.
- Promoting the aims, objectives and ethos of the school
- Ensuring a healthy, clean and safe environment is maintained to a high standard
- Liaising with external agencies as appropriate
- Ensuring specific day to day functions of the school run smoothly
- Establishing good working relationships with all stakeholders
- Ensure all school resources both human and material are used efficiently and effectively
- Performing any other duties as required by Head Teacher to ensure the effective running of the school

Finance

Accountable for:

1. Strategic advice to the headteacher regarding the budget and long term financial planning.
2. All financial and accounting procedures, as required, and the first point of contact with the school's financial advisors and auditors.
3. All financial accounts within the school, preparing the Financial Returns and operating the bank accounts and for undertaking monthly reconciliations.
4. Ensuring effective systems for monitoring income and expenditure are operated.
5. Ensuring compliance with government and local authority requirements.
6. Maximising the school's money raising capacity to support the SDP.
7. Procuring the most cost effective goods and services, identifying opportunities for cost and efficiency savings. (Best Value)
8. Preparing bids for capital development projects, external funding possibilities and other grants.

Human Resources (HR)

Accountable for:

1. Ensuring safeguarding procedures are in place and adhered to, particularly in relation to the Single Central Record (DBS checklist) and recruitment.
2. Ensuring all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken.
3. Advising and assisting the SLT on all human resource matters and being the point of contact with the school's HR advisors.
4. Efficient operation of the school's Pay Policy and other Human Resources or Policies relating to staff policies.

Administration

Accountable for:

1. Assisting the SLT by being responsible for administrative tasks that are integral to the smooth running of the school including: public functions, educational visits, in-school events, Activities Week and daily cover. (Support for school administration processes and the agreed needs of Teachers and Teaching Assistants)
2. Compliance with Data Protection (to include GDPR) and Freedom of Information Acts.
3. Overseeing all administrative systems and personnel to ensure the smooth running of processes and procedures.
4. Establishing and monitoring effective communication systems throughout the school including parents and carers and other agencies.

Facilities Management

Accountable for:

1. Advising the SLT in relation to contracts, premises, DDA compliance, insurance, Health & Safety and legal issues.
2. Project management of new facilities within the school and grounds.
3. Supporting the Caretaker to ensure that maintenance programmes run efficiently and within budget.
4. Liaising with the school Health and Safety Advisor, Governing Body's Health and Safety (Facilities Management and HR) Committee.
5. Catering contracts, cleaning and maintenance contracts, lease agreements, transport arrangements and for the Asset Register.

Management Information Systems & ICT

Ensure:

1. The school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
2. The strategy and relevant policies, including Data Protection for use of technology across the school are communicated to all users
3. Systems are established to monitor and report on the performance of technology within the school.
4. Resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
5. Contingency plans are in place in the case of technology failure.

Organisation

1. Responsibility for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies.
2. Lead on the development of performance and quality issues.
3. Line Management responsibilities:
 - Manage support staff.
 - Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff.
4. Represent the support staff at relevant meetings.

Administration

1. Review, develop and monitor management information systems such as SIMS to improve the use for all school business issues.
2. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
3. Be responsible for the design and effective operation of administrative procedures to meet the needs of the whole school.
4. Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies e.g. DfES.
5. Commission appropriate Payroll systems and be responsible for their effective operation.

Support Services Team

1. Identify the need for, select and manage resources, including management of resource budget.
2. Be responsible for the provision of specialist advice and guidance to Head Teacher/Governing Board etc. on national and local guidelines/policy/statute etc.
3. Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising.
4. Manage procurement and be responsible for securing relevant sponsorship.
5. Identify the need, and be responsible, for securing appropriate licences and insurance.
6. Be responsible for devising marketing and promotion strategies for the school.
7. Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development. On an annual basis to lead on the development of the Asset Management section of the Development Plan.

Resources

1. Develop work specifications and manage service contracts.
2. Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
3. Be responsible for planning, monitoring and evaluation of budget.
4. Be responsible for the management of expenditure from the school budget.
5. Be responsible for the management of Health & Safety within the school.

Other Responsibilities

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the development and implementation of the overall ethos/work/aims of the school.
4. Develop constructive relationships and communicate with other agencies/professionals.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Key Accountabilities and Result Areas:

Key Elements:

Confidentiality

This will involve:

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

Able to demonstrate a commitment to the council's and the school's Customer Care Policy.

Health and Safety

This will involve:

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Red Gates School Team

This will involve:

1. Participating in training to be able to demonstrate competence.
2. Participating in first aid training as required.
3. Participating in the ongoing development, implementation and monitoring of the service plans.
4. Championing the professional integrity of the Red Gates School Team
5. Supporting Customer Focus, Best Value and electronic management of processes.
6. Actively sharing feedback on Red Gates School policies and interventions

Person Specification

Job Title:

School Business Manager

Qualifications:

1. Diploma in School Business Management from ISBL highly desirable
2. Recognised management/business degree or equivalent related professional qualification.

Essential knowledge:

1. Understanding of managerial and supervisory role in a professional environment
2. Understanding of general principles of statutory education policy
3. Experience of managing budgets and resources
4. Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding
5. Full working knowledge of relevant policies/codes of practice/legislation.

Essential skills & abilities:

Ability to:

1. Interpret advice/statute and to devise policy/practice in the light of these.
2. Manage a multi-disciplinary team effectively.
3. Excellent numeracy/literacy skills.
4. Excellent ICT skills including SIMS, Word and Excel
5. Relate well to children, young people and adults.
6. Persuade, motivate, negotiate and influence.
7. Self-evaluate personal learning needs and actively seek learning opportunities.
8. Have emotional resilience

Essential experience:

1. Experience of working in a financial and or School financial management position.
2. Experience of providing high-level administrative support including experience of managing staff and HR Procedures
3. Experience of developing and implementing a range of administrative and technical policies and procedures
4. Experience of analysing data, developing systems, problem solving and project management
5. Experience of premises or site management including knowledge of the application of Health & Safety in a school/college setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments

Special conditions:

Candidates must be aware of the particular needs and circumstances presented by working in Red Gates school. The Governors and the Leadership Team believe prospective candidates would benefit from a visit to the school before applying.
All appointments are subject to vetting, including an enhanced DBS check.