



Name:

I. Job Description

Post Title: Executive School Business Manager

Location: Hampstead Parochial Primary School, Holy Trinity Primary School, St. Luke's Primary School

Grade: PO5 Full Time (Sp 39: £45,594 - Sp 42: £48,576)

Hours: 08.00-16.00 (flexible) full time contract

Holiday Entitlement: 25 days plus bank holiday's plus 4 privilege days. – Please note that all holiday and leave must be taken during the school holidays.

Reporting to: Executive Headteacher

Job purpose:

- To manage effective administrative and financial services to the school.
- To maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- To manage the administration of the personnel functions in the school.
- To manage the purchase of supplies, equipment and services.
- To manage maintenance of administrative systems that deliver outcomes based on the school's aims and goals.
- To develop and communicate clearly the school's development/strategic plan.
- To be responsible for the overseeing of maintenance of the buildings, grounds and equipment.
- To work collaboratively across 3 partner schools.
- To attend Governor meetings where appropriate

Organisational Relationships:

- Directly responsible to the Executive Headteacher
- Advisor on Finance to Governor bodies
- Line Manager to Office staff including site manager

Specific duties

Financial Administration and Management:

- To monitor salaries and expenditure and advise the Headteachers, and Governing Bodies accordingly.
- To manage the ordering of all goods and services.
- To develop and monitor a long-term financial strategy for the school in consultation with the Headteachers and Governing Bodies.
- To ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted, and to monitor claim forms of other staff.
- To prepare financial returns and audit reports for DfE, LA and other agencies within the statutory deadlines.
- To manage the school's VAT responsibilities, advising the Governing Bodies in the financial and legislative implications.
- To be responsible for the management of income generation, including school lettings, fundraising initiatives and grant applications.
- To be responsible for negotiating new contracts – e.g. with cleaners, caterers, buildings maintenance engineers and to follow best value guidelines with regards to procurement of such contracts.
- To manage the maintenance of accounting records relating to the schools budget together with the appropriate financial controls.
- To ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending of budgets
- Preparation of monthly, quarterly and annual accounts and submitting to relevant organisations
- To work with accountants at St Luke's School, a single academy trust.
- Complete financial and other returns to the ESFA accordingly

Personnel Administration:

- To participate in the selection process for administration staff.
- To ensure that accurate personnel records including sickness and other absences are maintained and information passed on to HR and payroll services as necessary.
- To ensure that the Workforce census as required by DfE is completed accurately and within the statutory deadlines.
- In consultation with the Headteacher, produce job descriptions, person specifications and advertisements for vacant posts as required.
- To carry out the administrative processes relating to recruitment and other staff changes, including the seeking of references, medical clearance and DBS checks as required.
- To consult with HT in the provision of information and advice on conditions of service for all categories of staff employed at the school.
- To ensure that all staff are paid on the correct scale and spine point in consultation with Governors and to provide appropriate information on pay to staff, the Governing Body and the LA.
- To ensure that DBS checks for all staff are kept up-to-date.
- To be the first point of contact for all staff at the school on pay and contract related issues, liaising with HR and Payroll as necessary.
- To provide Governors on relevant policy updates

Health and Safety Management:

- Ensure that the school's Health and Safety Policy is clearly communicated and available to all people.
- Ensure the Health and Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as the situation or legislation changes.
- Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the SLT, Governors and where appropriate, the Health and Safety Executive.
- Ensure the maximum level of security is maintained at all times.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Lettings:

- To be responsible for ensuring the school's letting policy is up-to-date.
- To be the main point of contact for people hiring the premises and to ensure that hirers are aware of the school's requirements when using the premises.
- To issue invoices for the hire of premises.

Facilities and Property Management:

- Ensure the safe maintenance and operation of all school premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and ground maintenance: ensure contractors follow instructions; Monitor quality of work by contractors.
- Ensure ancillary services eg catering, cleaning are monitored and managed effectively.

Leadership:

- Contribute to the development of the schools' vision and values and communicate these clearly and enthusiastically to all staff and other stakeholders.
- Ensure that all staff are briefed on allocated work, showing how it fits within the schools' vision and objectives.
- Monitor the progress and quality of the team's work and provide prompt and constructive feedback.
- Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives.
- Provide support to staff during times of setback and change.
- Encourage staff to take the lead and take decisions when they have the knowledge and expertise to enable them to do so.

Strategic Influencing:

- Negotiate and influence strategic decision making with the school's SLT
- Understand the culture and climate of the schools and where appropriate the wider educational environment.
- Maintain a visible, professional and high profile within the school.
- Safeguard the assets and reputation of the school and ensure truthfulness in all public communications.

Person Specification:

Qualification

- Must have a strong academic record to at least A Level standard
- CSBM/DSBM or equivalent SBM qualification

Experience

- Significant and successful leadership and management experience in a school, or in a relevant field outside education
- Accountancy qualifications or experience.
- Proven experience of financial and budget management procedures
- Able to manage budgets and maintain and present accurate financial information to facilitate effective monitoring to achieve organisational aims
- Experience of working with a wide range of external partners and stakeholders in order to achieve organisational aims
- Experience of developing, implementing, monitoring and evaluating change
- Financial management experience including responsibility for administering, maintaining and reporting on an annual budget
- Experience of a position of responsibility/management/leadership in an office, preferably in an education setting.

Knowledge, Skills and Abilities

- Excellent interpersonal skills and ability to communicate effectively both orally and in writing with people of all levels both within school and outside.
- Excellent IT skills including a high level of competency in MIS systems and financial software
- A high level of attention to detail
- Prioritise workload and recognise time constraints.
- Maintain accurate financial and HR records.
- Demonstrate discretion and sensitivity when dealing with issues concerning staff, stakeholders and the wider community.

Personal Qualities

- A commitment to the inclusive values and Christian ethos underpinning the vision of the schools
- Ability to think creatively and strategically
- Ability to remain calm when under pressure and employ tact and diplomacy in difficult / sensitive situations
- Excellent communication and presentation skills
- A commitment to safeguarding and equality
- An understanding of health and safety in the workplace and how to implement it in this area of work.
- To be prepared to attend in-service and external training courses and to develop and update knowledge and skills as required