

Job Description

Job Details	
School Name	St Thomas of Canterbury Roman Catholic Primary School
Job Title	School Business Manager
Grade	Grade J
Primary Purpose of Job	To be responsible for finance, personnel, premises, administration and all matters within the management of the school which are supportive, to but do not involve, the teaching function. To be a member of the School Leadership Team.
Responsible to	Head Teacher
Responsible for	Specified support staff and site management staff across school
Principal Responsibilities	To work with HT, SLT and Governors to ensure that the school meets its educational aims and achieves improved standards of learning and attainment. To give strategic vision and leadership to all aspects of budget, finance, premises, risk management, health and safety, human resources and support services.

Main Duties	
General	
1.	Where required, to clerk all committee governor meetings and other meetings as required
2.	Attend full governing body/committee meetings and advise on strategic matters relating to school
3.	Take delegated responsibility for premises and financial decisions following appropriate discussions with the headteacher and governor
4.	Plan and manage change in accordance with the School Improvement Plan
Finance	
5.	Liaise with the headteacher and prepare an annual and three year forecasted budget for the school linked to the School Improvement Plan and predicted funding, pupil numbers including writing complex financial reports.
6.	Responsibility for the management of the School budget and school fund.
7.	Maximise income generation from all sources into the school budget and act as the lead person with regard to bid writing for the school and be responsible for securing relevant sponsorship for the school.
8.	To manage complex financial procedures, including the management and monitoring of the school bank account.

Main Duties	
9.	Ensure the school has appropriate financial systems and to manage all aspects of these systems in accordance with agreed policies and timetable (termly), ensuring accurate financial records are maintained and reporting on a regular basis to the headteacher, leadership team and governors to inform decision making
10.	To be responsible for ensuring that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the LA, DfE and the school are observed; play a key role in SFVS
11.	Manage finance on the financial management systems and train or arrange training for others
12.	Prepare financial forecasts for particular projects and to manage budgets set
13.	To manage and implement accepted recommendations of audit
14.	Manage the tendering of service contracts, monitor insurance policies and ensure school abides by its best value strategy
15.	Ensure school meets the conditions of the Risk Protection Arrangements and update the physical certificate of insurance annually in school.
16.	Review rental/contract expiry dates, where relevant and seek alternatives
17.	Monitor and control capital expenditure on buildings and grounds, with responsibility for placing of contracts, appointment and monitoring of contracts
18.	Promote school's activities and premises with view to maximising letting income within agreed policies. Be responsible for the management of facilities including use of premises and associated income.
19.	Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets
20.	Monitor utilities costs and introduce cost saving initiatives
21.	Ensure separation of duties to accord with audit requirements
Premises	
22.	Line management of site manager and associated premises staff and ensure that proper maintenance and repair of school and appropriate premises records are maintained
23.	To lead on major capital projects involving attendance and input at pre-contract and site meetings ensuring health and safety of pupils and staff and liaising with Salford Diocese
24.	Line manage the site manager and develop a rolling programme for redecoration and refurbishments and identify and prioritise repair and improvement tasks
25.	Plan all work within premises team and with outside contractors to minimise disruption to teaching and learning. Maximise, within staffing levels, work done during school holiday time
26.	Prioritise projects in line with School Improvement Plan and attend and report to Resources Committee
27.	Ensure all statutory regulations are adhered to and the 'Log Book' kept up to date by the site manager
28.	Maximise use of outdoor space for pupil's recreational use
29.	Oversee community use of the hall where relevant

Main Duties	
30.	Improve within budgetary constraints, security measures on site
31.	Responsibility for the procurement and monitoring of service contracts including cleaning and catering
Administration	
32.	Overall responsibility for the oversee, review and develop the administrative services of the school
33.	Line manage the administrative team ensuring an appropriate administrative, clerical and secretarial service is provided to the school at all times
34.	Ensure that appropriate liaison with the clerk to the governors is maintained
35.	Develop marketing and promotion strategies for the school in conjunction with other key members of staff
36.	To annually review and update the Critical Incident Plan, Business Continuity Plan and staff emergency contact pyramid
External Relations	
37.	Monitor community use of outside facilities
38.	Manage the hiring of the school premises within regulations
39.	Liaising with local residents where appropriate
40.	Ensure that school events and successes are appropriately publicised
41.	Responsible for liaison between school and local businesses
Personnel	
42.	Responsible for the line management and provision of an appropriate staff development programme for support staff, informed by individual annual review within performance management arrangements
43.	Responsible for carrying out staff appraisals for support staff line managed by BM
44.	Responsible for induction of all new staff members
45.	Responsible for line management arrangements for a significant number of staff, e.g.-staff sickness, return to work interviews, cover for absence, recruitment, job descriptions, staff leaving, in line with school and LA personnel policies, procedures and staffing structure etc
46.	Responsible for liaison with HR in relation to staffing issues and queries
47.	Responsible for annual review of support staff job descriptions
48.	Maintain accurate and up-to-date individual staff training, HR and safeguarding records including responsibility for the Single Central Record. Update own personal training needs in order to carry out this role effectively e.g. Safer Recruitment training and DSL training
49.	Management of HR files both paper and electronic
Health and Safety	
50.	Formulate, monitor, implement and review the school's health and safety policy and procedures

Main Duties	
51.	Report to governors, via committee, outlining current health and safety issues within the school and any proposed action plans, where relevant
52.	Liaise with leaders in teaching and support areas to ensure that effective risk assessments are in place
53.	Ensure that all staff receive appropriate health and safety training
Other	
54.	Understand that all staff have a responsibility for promoting and safeguarding the welfare of children and young people
55.	To ensure all tasks are carried out with due regard to health and safety
56.	Liaison with the school DPO and ensuring school compliance
57.	Fulfil audit requirement with regard to GDPR
58.	To adhere to the ethos of the school by promoting the agreed vision and aims and setting an example of personal integrity and professionalism
59.	Support the school community by liaising with and taking the lead with the PTA
60.	Any other duties as commensurate within the grade in order to ensure the smooth running of the school
61.	The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. It is the individual's responsibility for promoting and safeguarding the welfare of children he/she is responsible for or comes into contact with.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

Version Control	
Job Description prepared by:	School's HR
Job Description updated:	

Bolton Council

Person Specification

Job Details	
School Name	St Thomas of Canterbury Roman Catholic Primary School
Job Title	School Business Manager
Grade	Grade J

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	School Business Manager (or equivalent) Experience in administrative / finance roles at a senior level	Application Form/Interview
2.	Proven experience of implementing financial procedures	Application Form/Interview
3.	Experience of managing and monitoring budgets	Application Form/Interview
4.	Experience of developing, using and implementing ICT systems and procedures	Application Form/Interview
5.	Previous experience of managing a range of staff over a number of work areas	Application Form/Interview
6.	Evidence of Continuous Professional Development	Application Form/Interview
7.	Knowledge of financial regulations and codes of practice	Application Form/Interview
8.	Experience of managing a significant budget	Application Form/Interview
9.	Detailed knowledge and understanding of Education and child protection issues.	Application Form/Interview
10.	Excellent numeracy and literacy skills.	Application Form/Interview
11.	Excellent verbal and written communication skills with the ability to communicate effectively with a wide range of children and adults with varying abilities and needs	Application Form/Interview
12.	Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	Application Form/Interview
13.	With minimum supervision, have the ability to effectively plan and manage your own workload and that of your team to meet deadlines, possessing excellent organisational skills being able to prioritise effectively	Application Form/Interview

Skills and Knowledge		Method of Assessment
14.	Ability to demonstrate good excellent ICT skills and ability to use Microsoft Packages and basic database programmes	Application Form/Interview
15.	Ability to accurately record and collate information and data and produce written reports, including financial reports	Application Form/Interview
16.	Ability to analyse information and check information against specified criteria	Application Form/Interview
17.	An awareness of current issues facing schools and education	Application Form/Interview
18.	An appreciation of the different levels of accountability within the school, Governing Body, LA	Application Form/Interview
19.	Proven ability to identify opportunities for improvement in services	Application Form/Interview
20.	Knowledge of legislation relevant to Safeguarding within a school environment	Application Form/Interview
21.	Current knowledge of employment law	Application Form/Interview
22.	A good understanding of Health & Safety legislation	Application Form/Interview
23.	Ability to maintain confidentiality	Application Form/Interview
24.	Excellent interpersonal and communication skills in order to be able to negotiate with others	Application Form/Interview
25.	Willingness to be flexible to work outside the normal working pattern when required	Application Form/Interview
26.	Ability to manage self and a multidisciplinary team effectively using own initiative to respond to and resolve a range of complex and potentially long term problems.	Application Form/Interview
27.	Excellent project management skills	Application Form/Interview
28.	Commitment to and the ability to support the distinctive ethos of the school	Application Form/Interview
29.	Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies	Application Form/Interview
30.	Maintain confidentiality where appropriate	Application Form/Interview
31.	Ability to demonstrate excellent practice in terms of Safer Recruitment	Application Form/Interview
32.	A willingness to develop, promote and participate in employment policies and procedures	Application Form/Interview
33.	A commitment to equality of opportunity and fair treatment of all staff and students	Application Form/Interview
34.	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Experience, Qualifications and Training		Method of Assessment
1.	CSBM / DSBM or NVQ Level 4 Business Degree or equivalent related professional qualification.	Application Form
2.	Experience of managing strategic financial plans and budgets.	Application Form / Interview
3.	Experience of managing budgets, financial reporting, procurement and fixed assets.	Application Form / Interview
4.	Accredited Safer Recruitment trained.	Application Form/ Interview
5.	Experience of managing teams, HR functions and Health and Safety.	Application Form / Interview
6.	Experience of the implementation, development, management and operation of administrative systems.	Application Form / Interview
7.	Be willing to continue Professional Development	Application Form/Interview
8.	Willingness to participate in relevant training and development opportunities.	

Work Related Circumstances		Method of Assessment
1.	Willingness to constructively challenge the work of self and others to continually improve own team performance.	Application Form / Interview
2.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.		
2.		

Experience, Qualifications and Training		Method of Assessment
1.		Certificate

Version Control	
Person Specification prepared by:	School's HR
Person Specification updated:	

Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role

St Thomas of Canterbury R.C. Primary School



involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.