St. Joseph's R. C. High School

Job Description

Job Title:	**School Business Manager**
	Grade 12/L
Primary purpose of the job:	To be responsible for and manage the strategic financial operation of the school. To be responsible for and manage all areas of HR within school, providing support to Head Teacher regarding recruitment and day to day HR issues. To be responsible for and manage the delivery, planning, development and monitoring of support services linked to area of responsibility. Management of staff, including commissioning and delegation of relevant activities. Post holder will be a member of the school's senior leadership team.
Directly responsible to:	Headteacher and Governors
Responsible for:	Finance, HR and all support staff.

PRINCIPAL RESPONSIBILITIES:
The Business manager is responsible to the Headteacher. Personal areas of responsibility include the strategic direction of financial management, administration, personnel, facilities management, and the employment and deployment of associate staff.

The Business Manager is a key member of the SLT, a strategic, professional partner to the Headteacher in all areas of business management practice which impacts on the learning outcomes of young people, families and wider community. The Business Manager is a key member of the Strategic Leadership & Management Group of the three Bolton Roman Catholic High Schools and 12 BoSCEP primary schools

In summary,

- To provide strategic vision and leadership to all aspects of Budget, Finance, Personnel and Premises within the Roman Catholic ethos of the school.

- To lead and develop the financial procedures and systems of the school, in co-operation with the Leadership Groups and Governors, ensuring that legal and safety requirements with regard to people, property and function of the school are maintained.
- To take overall responsibility as line manager for all the leaders of associate staff teams
- Be integral to and provide strategic vision and play a central role in the Leadership Team
- Be integral to and play a central role in the Strategic Leadership & Management Group of Bolton Roman Catholic High Schools. (BoSCEP).
- Be accountable for ensuring that school is fully prepared to meet GDPR, Building compliance, OFSTED and SFVS financial criteria.

To represent the school at meetings as required and liaise with relevant members of the LA/Council/Diocese and CMAT

MAIN DUTIES

1. PROVIDING DIRECTION

1.1 **Ensures compliance with legal, regulatory, ethical and social requirements**

- Develops strategic improvement plans for governance.
- Works strategically with governing body
- Monitors compliance with legal, regulatory, ethical and social requirements across the school and extended services.
- Ensures that the school has a compliant sustainability plan.

1.2 **Manages Risk**

- Develops senior leadership commitment to proportionate risk management and a school culture in which staff are risk aware but are confident and prepared to take acceptable risks in undertaking activities.
- Be responsible for assessing risk safety and compliance and reporting to the LA through the evolve system.

1.3 **Foster school culture**

- Work with the Headteacher to support the spiritual, moral, social and cultural development of the school.
- Measures, analyses and reviews organisational performance within the context of organisational culture.
- Leads and develops organisational culture in and out of schools that translates vision into action in line with the Roman Catholic ethos of the school.
- Uses national and international trends to build future scenarios and assess their implications at a local level.
- Fosters a learning culture in which individuals and collective success is recognised and celebrated.
- Develops a whole school culture of best practice and best value.
- Fosters an open fair and equitable culture.
- As a member of SLT sets and maintains high standards of behaviour around school.

2. **FACILITATING CHANGE**

2.1 **Plans, lead and implement organisational change**

- Innovates and supports change management within and across the school.
- Understands and manages the political, bureaucratic and resource barriers to change.

- Thinks conceptually to identify new and improved ways of operating and overcoming barriers.

2.2 **Develops innovation**

- Develops an organisational strategy for innovation across the school and wider settings.
- Successfully communicates, leads and implements proportionate innovative projects across the school and extended services.
- Thinks creatively.
- Develops systems for measuring and reporting on proportionate innovation within and across the school and providing information on organisational performance to relevant parties.
- Recognises and manages proportional risk in innovation and encourages others to take acceptable risks in pursuing innovation.
- Be a lead in facilitating industry links with school securing alternative sources of income – e.g. sponsorship.

2.3 **Build capacity for organisational change**

- Encourages a problem solving approach by all teams to address any weaknesses and remove obstacles to whole school improvement.
- Evaluates proposals and takes critical decisions to implement and resource organisational change projects.

3. **WORKING WITH PEOPLE**

3.1 **Allocate and monitor the progress of work**

- To lead on the management of all staff employment contracts and to ensure the administration related to staff recruitment is efficient and effective and in line with 'Safer Recruitment' procedures.
- To strategically manage the schools' staff structures paying particular attention to the deployment, motivation and development of associate staff, to ensure that the workforce is both flexible and responsive, and actively contributes to improvements in teaching and learning.
- To advise the Head teachers and Governors on personnel matters in relation to support staff and ensure that appropriate induction, training and development of these staff is in place to maximise their contribution to effective teaching and learning.
- To lead and monitor the progress of work across the whole school.
- To manage the extended schools including school lettings and multi-agency teams using the school site.
- To plan work considering priorities and critical activities across whole school teams, extended services and multi agency teams.
- To provide advice on employment issues to the Headteacher where appropriate
  To line manage all associate staff including the design, administration and oversight of the support staff appraisal system.

3.2 Develop productive relationships with colleagues and stakeholders

- Consults with colleagues and stakeholders in relation to key whole school decisions and activities taking account of views, priorities. Expectations and risks.
- Recognises, monitors wider developments and manages political and diversity issues when dealing with colleagues and stakeholders.
- Represents the school and facilitates the work of the Parent Staff Association.

3.3 Recruit and support workforce planning

- Ensure correct procedures are followed in the recruitment process across school for teaching staff and support staff.
- Support the recruitment process across school for both teaching and non teaching staff as required by the Head Teacher
- Develops job specifications in liaison with the HT and liaises with HR on pay and grading.
- Ensure all HR policies and guidelines are complied with including specific attention to following safer recruitment guidelines. Ensure all OFSTED safeguarding criteria is followed.
- Provide a day to day HR support to school for teaching staff and key support staff, liaising with Local Authority HR as appropriate
- Take a lead role in Managing Sickness Absence and Leave of Absence across school e.g. monitoring reports, monthly meetings, HR / OHU referrals as required, ensuring consistent decision re paid or unpaid LOA are made in line with school policy.
- Prepare detailed and informative staffing reports for Governors and SLT as required.
- Be a point of contact for staff and SLT for HR matters on a day to day basis
- Develop senior leadership commitment to workforce planning and succession planning considering trends and developments in the education sector and within school.
- Ensures safe record keeping personnel files in compliance with GDPR.
- Measures and reviews organisational learning and development within a culture of personalisation.

3.4 Manage staff performance and development

- Provides HR support in school in collaboration with Bolton HR
- Promotes and establishes quality mark achievements in an environment where learning is valued and willingness and efforts to learn are recognised.
- Builds leading edge multi-professional networking and learning communities.
- Promotes a culture of continuous performance improvement.
- Leads a performance management process for support staff and addresses any capability/disciplinary issues in accordance with school policy.
- Leads the initial stage of sickness management for teaching and support staff.
- Leads training for all staff on H&S/data protection/GDPR.

3.5 Build, develop and lead teams

- Strategically leads and develops multi professional teams across the whole-school.
- Celebrates team and individual successes together promoting achievements locally, nationally and internationally.

4. EFFECTIVE USE OF RESOURCES

4.1 Manage finance

- To be accountable for providing a strategic overview of the schools' finances with the preparation of an annual budget for the school that accurately reflect educational plans and other priorities, considering financial implications of educational priorities and critical activities affecting future school budgets, extended schools and multi agency teams.
- Be accountable for ensuring the school has appropriate financial systems and that all aspects of the schools' financial systems (including voluntary funds such as School Fund) are managed in

accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Headteacher and Governors.

- Be accountable for ensuring compliance with the Schools Financial Value Standards (SFVS). Appropriate use of financial management information especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Head Teacher accordingly.
- To ensure annual estimates of income and expenditure are prepared for approval by governors.
- To interpret matters of policy, procedure and statute, to ensure the schools' compliance, including the preparation of policies, guidance and working procedures.
- To lead and prepare appraisals for particular projects and the development of long term initiatives for the school as appropriate.
- To be accountable for ensuring all financial returns for the DfE, LA and other central and local government agencies are submitted within statutory deadlines.
- To maximise income generation within the ethos of the schools and meet the annual budget requirements for income generation.
- To be responsible for the management of the finance staff, ensuring its efficient operation according to agreed procedures, good financial practices and 'Best Value' principles.
- Prepare accurate reports in advance of, attend and actively participate at Governing Body Finance, Premises & Staffing Committee meetings.
- To oversee the management of the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the schools maximize their potential from the LA
- To oversee where appropriate capital bids to the diocese, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors and manage thereafter.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets effectively.
- To ensure that information given to staff, students and parents is accurate and readily accessible and that it is stored confidentially when appropriate.
- To ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate; the efficient running of the IT administration systems.
- To work with colleagues to develop a modern, leading edge, strategic ICT plan for the school that supports effective learning and teaching, the administration of pupil data and other school administrative functions.

4.2 Manage Health, Wellbeing and Safety

- Leads an organisational culture in which health and safety is prioritised across both the school and extended school services informing the school's strategy, planning and decision making.
- Supports and ensures well being initiatives for all people, students and users of community and extended school services.
- To ensure that the school has an effective and up to date health and safety policy which is reviewed and including the introduction of all Risk Assessment procedures advising all staff as appropriate.
- Ensure that all members of staff, students and partner organisations on site are aware of their responsibilities for promoting safe working practices and the need to protect visitors who may be present.
- To ensure there are systems in place to ensure the installation and routine maintenance of equipment for fire protection and escape.
- To ensure emergency procedures are current and timely.
- To ensure that all accidents are reported and investigated and appropriate action taken to minimise the risk of recurrence.
- To ensure trends are monitored and accident prevention is promoted and that an annual safety report is prepared for governors.

- To join with others in promoting health and wellbeing amongst staff and students.
- To act as Educational Visit Co-ordinator for all educational visits both day visits and residential.
- To work with the catering manager and catering consultants to ensure that menus are well balanced and include healthy options in line with statutory guidance.
- To take a lead role in planning for evacuation and invacuation procedures and develop a plan for disaster recovery.

4.3 Manage physical resources

- Lead and strategically manages physical resources across school and services considering future demands, priorities and issues including off-site premises (St Anthony's Chapel).
- To lead on site development matters; to represent the school in meetings and on strategy groups with respect to the future development of the school facilities within the town.
- To lead on compiling, and implementing, a Premises Development Plan including energy conservation;
- Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
- Advising on all Health & Safety matters, including measures in the event of emergencies.
- To be responsible to the Head Teacher through liaison with the Facilities Manager for the security, maintenance, heating, cleaning and other general site services within the premises.
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering including Compulsory, Competitive Tendering.
- To ensure the quality of work by contractors, site and cleaning staff is monitored, reporting to Governors as appropriate.
- To ensure the school transport requirements are met efficiently and effectively, with a view to both cost and safety.
- To take the lead on GDPR as the nominated data controller and to facilitate the data breech log.

4.4 Manage environmental impact

- Promotes and ensures a culture of continuous improvement and efficiencies linked to minimal environmental issues.
- Seeks and achieves environmental standards and awards.

- **ACHIEVING RESULTS**

5.1 Implementing school service improvements

- Leads a framework and organisational culture in which marketing school services inform marketing strategy, planning and decision making.
- Lead and strategically manages school improvement services across extended school(s) considering future demand priorities and issues.
- Engages regularly with students, parents, communities and stakeholders to deliver effective school service provision.

5.2 Manage Projects

- Strategically leads and monitors the progress of complementary projects across the school including large building work projects and holiday/term time projects.

5.3 Manage school processes

- Strategically leads school business processes to enhance learning and teaching outcomes and personalised learning.
- Recognises, monitors wider developments and manages priorities, expectations and risks associated with future school business processes.

5.4 Develop and strengthens community services

- Leads, promotes and ensures a culture of continuous community centred service improvements across school communities.
- Create a stakeholder voice forum through our Executive Student Voice and parental consultation groups.
- Develops and maintains effective strategic partnerships
- Seeks and achieves external recognition for innovative school community services.
- Facilitates the administration of the school's bucket list activities.

5.5 Improve school performance

- Leads a consistent and continuous focus on students' achievement, using data and benchmarks to monitor school performance
- Leads, demonstrates and articulates high expectations and sets stretching targets for school communities across extended services.
- Challenges under performance at all levels.

5.6 Customer Care

- To provide quality services that are what our students, governors, parents and staff (community) want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To quality assure services delivered.

- **MANAGING SKILLS IN SELF AND OTHERS**

6.1 Managing own resources

- Delegates tasks, responsibilities and maximises use of own resources.
- Role models exemplary time management and work-life balance principles.

6.2 Maintain CPD

- Uses research methods to inform and extend professional development for self and seek qualifications at higher degree level.
- Engages in dialogue with other professionals to reflect on own personal and professional learning.

6.3 Develop personal networks

- Develops professional communities and multi agency networks through on-going collaboration and networking.
- Builds collaborative learning cultures and actively engages with other schools to build effective learning communities.
- Extends networking opportunities including mechanisms such as conferences, seminars, local groups, discussion forums, professional development programmes and on-line communities.
- Make active use of the information and resources gained through personal networks, to develop own skills and contributes to fostering distributed leadership.

6.4 Maintain professional values and ethics

- Leads and mentors professional colleagues through local and national networking groups by raising the professional profile and representing professional views.
- Leads and embeds the school business management role across educational services
- Acts with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the school.

6.5 Provide leadership

- Develop leadership structures across a range of agencies and learning providers.
- Uses different and appropriate leadership styles in different situations and seeks and makes use of feedback on leadership performance.
- Understands the dominant types of organisational culture in education and their strengths and limitations
- Creates an inclusive and innovation leadership approach that enables wider collaboration and develops schools' abilities to respond to new opportunities.
- Is integral to School Self Evaluation process.

6.6 Plan school improvements

- Develops strategic school improvement plans across extended services.
- Taking a leading role in the development and implementation of the strategic school improvement plan and future resource requirements including new school builds.

6.7 Valuing Diversity

To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan

- **The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**