



St Wilfrid's Catholic School

Job Description School Business Manager

Salary: Hay pay scale A SCP1 – SCP4

Reporting to: Headteacher

Purpose of Role

- The school Business Manager is the leading support staff professional working closely with the Headteacher and other Senior Leaders to ensure that the school meets its educational objectives.
- To provide strategic advice and recommendations to the Headteacher and Governors.
- To provide leadership and management direction within the school through the management of the support staff personnel, property, procurement, maintenance, finance, administration and office services functional areas.
- To undertake any other duties as appropriate as requested by the Headteacher.

Main Accountabilities

- Accountable for the preparation of annual (and where possible, three-year) balanced budgets and associated programmes of implementation in line with the School Development Plan.
- Make recommendations to ensure that best value for money is achieved whilst working to meet the educational aims of the school.
- Provide strategic monitoring of the School's operational budget to ensure agreed financial targets are met. Alert the Headteacher to any unexpected variations/to meet demand.
- To ensure expenditure remains within budget and provide advice to the Headteacher and Governors on matters of finance.
- Ensure efficient use of management information systems to provide clear and timely financial reports, forecasts and estimates for the Headteacher and Governing Body.
- Formulate plans in pursuit of the school's strategic objectives including contributing to the preparation of the School Improvement Plan.
- Ensure financial policies and contracts are regularly reviewed to continue to meet DfE Schools Financial Standards, Local Authority financial regulations and audit requirements.
- Ensure systems and controls are in place with a clear line of financial accountability, provide appropriate checks and balances which minimise the risk of fraud or misuse of funds and assets.
- Lead and support the finance team including resolving any issues with school and governors funds, banking or payroll issues.
- Resolve any issues with trip administration and non-payments.
- Deal with all matters relating to pay, pensions and HMRC queries.
- To be the strategic manager of all contracted services (HR Services, Financial Services, Catering, Cleaning, Maintenance, etc) and to ensure that the School is provided with an efficient and effective support service at best to be able to meet School's operational requirements.



Management and Organisation

- Be responsible for/manage the planning, operation and delivery of support services within the school.
- Be responsible for/manage staff/systems for the monitoring of support services.
- Management of relevant support staff, including commissioning and delegation of relevant activities.
- To be the operational Head of Finance and Admin Section to ensure that the office management service meets the requirements of the School.
- To strategically manage the Property and Maintenance Team and to ensure that defects, maintenance and refurbishment are carried out in a timely manner across the school within the resources available.
- To strategically manage appropriate staff to ensure that the asset register is updated regularly.
- To develop and gain agreement for a capital works replacement strategy both internally and externally if required. Under procurement to ensure that, the Service is provided with a customer orientated, “best value” system of supply and replenishment of consumer items and resources.
- To strategically manage the process of maximising income through lettings and other activities.
- In liaison with the Headteacher and other Senior Staff, have a strategic overview of staff absence ensuring that absent staff (teaching & non-teaching) are covered in their roles as necessary.

General Duties

Organisation

- Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies.
- Line management of administrative support staff and other identified staff as necessary.
- Be responsible for leading the process of recruitment/induction/appraisal/training/mentoring systems for support staff.
- Represent support staff as necessary at relevant meetings.
- Attend meetings/after school events as required eg Governors’ meetings, Open Evenings, etc.

Administration Management

- Develop and monitor effective methods to review and improve management information systems.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Be responsible for the design and effective operation of administrative procedures.
- Be responsible for the submission of relevant information to the Headteacher, the Governing Body and outside agencies as required e.g. DfE, LA, etc.
- Ensure that statutory guidelines are met when preparing information for returns to the DfE, LA and other agencies.
- Commission appropriate Payroll systems and be responsible for their effective operation.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Ensure that all census information is provided as required by given timescales.
- Ensure the co-ordination of support staff/premises team in the planning for whole school events.



Resources

- Identify the need for, select and manage resources, including management of resource budget.
- Be responsible for the appropriate deployment of relevant staff, including recruitment.
- Be responsible for the provision of specialist advice and guidance to the Headteacher, Governing Body, etc. on national and local guidelines, policy, statute, etc.
- Interpret matters of policy, procedure, statute to ensure the school's compliance and initiate appropriate action arising.
- Manage procurement.
- Identify the need, and be responsible, for securing appropriate licences and insurance.
- Develop work specifications and manage service contracts.
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
- Be responsible for planning, monitoring and evaluation of budget.
- Be responsible for the management of expenditure from the school budget.
- Be responsible for the coordination of Health & Safety within the school.

Responsibilities

- Comply with and assist with the development of policies and procedures relating health & safety, security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training and performance development as required.



Business Manager Person Specification

Qualifications/Experience (Essential – E; Desirable – D)

- Qualification in school business management or similar e.g. DSBM, AAT, CIPD or commitment to work towards. (E)
- Proven and successful experience of relevant financial management and accounting in an organisation. (E)
- Experience of working and influencing in a lead role. (D)
- Experience of successful strategic planning and initiating change. (D)
- Experience in managing staff teams, including their professional development and performance management. (E)
- Experience in revenue generation. (D)
- Experience in recruiting and selecting personnel. (D)

Knowledge /Understanding

- Knowledge and understanding of property and site management. (D)
- Knowledge, understanding and interpretation of financial statistical data. (E)
- Knowledge and understanding of HR procedures, policies and legislation (e.g. employment, equal opportunities, etc). (D)
- Knowledge and understanding of relevant legislation (e.g. health and safety). (D)
- Experience in the use of IT based management information and Microsoft systems. (E)
- Experience of working within an education environment. (D)

Skills/Abilities

- Able to negotiate, consult and make effective decisions. (E)
- Able to lead and manage change. (E)
- Excellent organisation, planning and analytical skills. (E)
- Able to demonstrate a high level of communication skills orally and in writing. (E)
- Able to devolve responsibilities, delegate tasks and monitor outcomes. (E)
- Has strong interpersonal skills working with individuals or within a team. (E)

Personal Attributes/ Characteristics

- Understands the importance of maintaining confidentiality. (E)
- Handles issues with sensitivity and diplomacy. (E)
- Reliable, honest and trustworthy. (E)
- Flexible and approachable. (E)
- Dynamic and creative thinker with original solutions to challenging problems. (E)
- Able to work under pressure, meet deadlines and keep calm. (E)
- Resilient, enthusiastic and proactive. (E)
- Can do attitude. (E)
- Willingness to contribute to the Catholic Ethos of the school. (E)