

Job Title: Central School Business Manager

Work Location: DDAT Central Team (Derby City and Derbyshire)

Reports To: Central Business Manager

Salary: £36,708

Leads & Manages: School business function and compliance

Job Purpose

To manage the strategic financial and operational functions of allocated schools.

The School Business Manager is responsible for providing professional leadership and management of school finance and operations in partnership with the Headteacher(s) and DDAT central team.

To adhere to financial regulations, health and safety, data protection, safeguarding protocols and other legislation relevant to duties.

The School Business Manager promotes the highest standards of business ethos and provides a link between the DDAT central finance team and the Local Governing Body and Headteacher, ensuring the most effective use of resources in support of the school's learning objectives.

General Duties

Leadership & Strategy

1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings to present financial data and information.
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team.
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan
5. Responsibility for all statutory and trust return requirements for each school.

Finance

1. Reporting to the central trust finance team.
2. Support the central trust finance function and provide specialist support to designated schools within the trust.
3. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
4. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
5. Maintain a strategic financial plan for schools that will indicate the trends and requirements of the school development plan and will forecast future year budgets.

6. Identify additional finance required to fund the schools' proposed activities.
7. Complete Monthly financial reconciliations and reports.
8. Oversight of ordering, processing and payment of all invoices and statements of account for all goods and services provided to the school or by the school.

HR

1. Manage payroll services for school staff including the management of pension schemes and associated services.
2. Ensure the school's equality policy is clearly communicated to all staff in school.
3. Ensure all HR Policies and Procedures are implemented and adhered to within the allocated schools and ensure school staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
4. Manage recruitment, performance management, appraisal and development for all support staff.
5. Monitor the relevant legal, regulatory ethical and social requirements and the effect they have on allocated school(s) and staff.
6. Ensure school staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
7. Monitor the way policies and procedures are actioned and provide support where necessary.
8. Seek and make use of specialist expertise in relation to HR issues.
9. Evaluate the school's strategic objectives and obtain information for workforce planning.
10. Manage the schools single central record, including carrying out DBS and pre-employment checks.
11. Identify the types of skills knowledge, understanding and experience required to undertake existing and future planned activities.
12. Monitor and record Staff absence management, ensuring all return-to-work interview and trigger meetings are carried out in line with the schools procedure.

H&S

1. Ensure the school's written Health & Safety Policy statement is clearly communicated and available to all people.
2. Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
3. Enable regular consultation with people on health and safety issues.
4. Ensure systems are in place to enable the identification of hazards and risk assessments.
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
6. Ensure the maximum level of security consistent with the ethos of the school.

Premises Management

1. Liaise with the Trust/school building advisers on relevant planning and construction processes undertaken in line with contractual obligations
2. Assist the Headteacher in ensuring the safe maintenance and security operation of all school premises, identifying mitigations where necessary
3. Oversee the maintenance schedules for the school site and assist in the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Monitor, assess and review contractual obligations of outsourced school services
6. Support the Headteacher in ensuring a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
7. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
8. Advise the Headteacher and Local Governing Body on the letting of school premises to external organisations, for the development of the extended services and local community requirements

Administration

1. 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.
2. Manage and develop systems and link processes that interact across the school and trust to form complete systems.
3. Define responsibilities, information and support for staff and other stakeholders.
4. Any other tasks that fit within the role, responsibilities and accountabilities of the School Business Manager post.

Person Specification

Experience:

- Relevant experience in a similar role (essential) in a school environment (desirable).
- Experience of managing change and implementing new systems/procedures/controls (essential).
- Experience of preparing and presenting data and reports (essential).
- Experience of preparing and monitoring detailed budgets (essential).

Qualifications/Training:

- 5 x A*-C GCSE or equivalent to include English and mathematics (essential)
- Certificate or Diploma in School Business Management (desirable).
- First aid qualification (desirable).

Practical skills:

- Competency in MS Office suite of applications (essential).
- Familiarity with school MIS (desirable).
- Working knowledge of a range of administration procedures (essential).
- Working knowledge of law with regard to health and safety legislation, employment legislation, contracts, Freedom of Information Act, copyright and data protection (essential).
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals (essential).

Personal qualities and attributes:

This role will demand above average levels of organisational ability (self and others), tact, diplomacy, courtesy and flexibility. The ability to build and form good relationships with children, colleagues and other professionals is important.

- Proven organisational skills with a high level of accuracy
- Commitment to the Trust and school's vision and ethos
- Commitment to the highest standards of child protection and safeguarding
- Excellent interpersonal and communication skills