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*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

**Post:**  School Business Manager

**Line Manager:**  Principal

The overriding purpose of this post is to work closely with the Principal to manage the environment and resources in order to promote and develop the highest achievement of both students and staff under the six following key responsibility areas:

1. Finance
2. Personnel
3. Premises & Catering
4. Health and Safety
5. Compliance
6. Data Protection

**Areas of responsibility and guidance:**

**Finance**

* Preparing the annual and projected estimates of income and expenditure for approval by the Principal and Governors. Obtaining agreement of budgets, and monitoring all accounts against budgets to ensure good practice. Preparing regular management accounts for budget holders and reporting on the financial position of the School to the Principal and to the Governors in order that the school secures its aims and targets; maintaining standards in the school;
* Monitoring and reconciling bank statements;
* Maintaining the school assets register;
* Adding and managing budgets on the school financial system;
* Advising, participating and reporting to the Governors Finance & Audit Committee and Full Governing Board meetings;
* Using financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Principal, School Governors and SLT accordingly.
* Monitoring all accounting procedures and resolving any problems.
* Preparing the final accounts and liaising with the auditors. Providing detailed management accounts for the Governors and Principal according to an agreed schedule, reporting immediately any exceptional problems.
* Being responsible for the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
* Being the point of contact for all staff regarding queries on payroll or other financial matters.
* Being responsible for the preparation of all financial returns for the DfE and ESFA, and other central and local government agencies within statutory deadlines.
* Being responsible for dealing with the school’s rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to the current and any future tax legislation.
* Being the point of contact with central and other agencies with regard to grant applications, gifts and other donations
* Administering and monitoring all income and expenditure through the School Fund.
* Being responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
* Negotiating, managing and monitoring contracts, tenders, and agreements for the provision of support services. Purchasing, either directly or indirectly, the school’s energy supplies.
* Being responsible for obtaining the necessary licences and permissions to ensure their relevance and timeliness
* Seeking professional advice on insurance and advising the Principal and governors on the appropriate insurances for the school. Implementing the approved insurances and handling any claims that arise.

**Personnel:**

* Conducting reviews of the school’s staffing structure to ensure effective deployment of staff and financial efficiency
* Managing the performance (Performance management) of support staff
* Monitoring staff attendance/absences, organising and attending meetings as necessary.
* Seeking and making use of specialist expertise in relation to HR issues i.e. Occupational Health, Payroll, HR consultant
* Giving advice to the Principal and Governors on employment law issues, assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. Attending employment tribunals as necessary.
* Providing leadership and guidance for support staff. Monitoring their role and training to ensure they are meeting the needs of the school.
* Ensuring individual staff accountabilities are clearly defined, understood and agreed. Ensuring effective risk management in the management of any third-party service contracts
* Keeping up to date with legislation and employment law and advise the Principal and Governors of necessary changes to the terms and conditions of staff.

**Premises & Catering:**

* Line managing and working closely with the Facilities Manager who will be responsible for the day to day management of the site and the Site Team.
* Line managing and working closely with the in house Catering Manager who will be responsible for the day to day management of the catering provision and the Catering Team.
* Being responsible, in liaison with the Facilities Manager, for the maintenance of the school site and the buildings, furniture, fixtures and fittings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, including the installations and plant for lighting, heating, hot water, cooking, ventilation, water, energy conservation.
* Producing and implementing a long-term Premises Plan in consultation with Governors and staff. Producing development plans (building maintenance and internal decoration), taking responsibility for premises-related budgets, organising contracts dealing with security and communication systems
* Developing a disaster recovery strategy to include a detailed plan.
* Developing lettings with the Site Manager to maximise income from letting the grounds and premises outside normal core school time.
* Managing the budgets for buildings, power, water, rates, furniture, furnishings, cleaning, insurance and grounds contract.

**Health and Safety:**

* With the Principal and Premises Team, supervising the maintenance of the school site.
* Formulating, monitoring and implementing the school’s Health & Safety policy to comply with the requirements of Health and Safety at Work Act and other legislation. Ensuring that the school complies with legislation covering fire, health and safety, risk assessments, disability discrimination and COSHH and to advise the Principal and senior leadership team as necessary
* Ensuring all statutory testing takes place.

**Compliance**:

* Managing the school’s compliance with statutory obligations, and advising others on the relevant legal, regulatory and ethical requirements
* Tracking all school policies and ensure they are updated in accordance with the policy review schedule
* Monitoring and updating the risk register
* Acting as the Company Secretary

**Data Protection:**

* Acting as the school’s data protection officer, taking responsibility for monitoring data protection and advising the school community under relevant UK data protection laws including GDPR ensuring the school remains compliant with all its legal obligations
* Carrying out duties/responsibilities of a data protection lead (ensuring contracts are signed properly, data breach register is maintained, enforce data security and oversee policies and other statutory information is up to date)
* Ensuring the school’s policies are followed within the school.

**ICT:**

* Working with the ICT support provision provider to support the ICT functions to ensure:
* The ICT infrastructure plan is implemented within the agreed budget, timescales and specifications;
* ICT policies, procedures and systems are aligned with child safeguarding policies and data protection policies and legislation;
* ICT systems including hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal use by pupils, staff, volunteers, parents and other users;
* Effectively commissioning, procuring and managing external resources and services required for the ICT function

**Generic Duties and Responsibilities:**

**Think Green:**

* Supporting the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* Reinforcing and enforcing the school commitment to safeguarding and promoting the welfare of children and young people.
* Upholding the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

**Confidentiality:**

* Treating all information acquired through your employment, both formally and informally, in strict confidence.

**Equal Opportunities and Anti-Discrimination:**

* Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

**Health and Safety:**

* Being responsible for your own Health & Safety, as well as that of colleagues, pupils, parents and visitors. Following (Employees should follow) the School’s Health and Safety Policy and Procedures, co-operating with management, following established systems of work, using protective equipment where necessary and reporting defects and hazards to management.

**Contributing as an effective and collaborative member of the School Team:**

* Participating in training to be able to demonstrate competence.
* Participating in first aid training if required
* Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
* Championing the professional integrity of the School
* Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
* Actively sharing feedback on school policies and interventions
* Undertaking any other reasonable request as required.

**Professional Standards:**

* Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed (Principal’s decision is final)
* All staff should arrive on time to commence their duties as described by contracts.
* All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.
* All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
* All staff are expected at all times to treat each other, parents, pupils and members of the public with respect.

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| Essential | Desirable |
| * NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline | * An understanding of Teachers’ and Local Government pay and terms of conditions. |
| * Qualified for AAT or equivalent. | * ACCA, CIMA, CSBM, DSBM, ADSBM or BSc (Ed Mgmt) - part or fully qualified desirable. |
| * Full working knowledge of relevant policies/codes of practice/legislation. | * Knowledge of schools-based software |
| * Knowledge of budgets/accounts | * Previous experience of working in a school environment. |
| * Good understanding of confidentiality and data protection. |  |
| * Knowledge of project management practices. |  |
| * Ability to interpret advice/statute and to devise policy/practice in the light of these. |  |
| * Excellent numeracy/literacy skills. |  |
| * Ability to manage a multi-disciplinary team effectively. |  |
| * Ability to relate well to children and adults. |  |
| * Ability to persuade, motivate, negotiate and influence. |  |
| * Ability to self-evaluate learning needs and actively seek learning opportunities. |  |
| * Demonstrable people management experience |  |
| * Strong organisational skills. |  |
| * Strong interpersonal skills. |  |
| * Good IT skills including databases, and schools financial systems. |  |
| * Excellent communication skills both face to face and on the telephone. |  |
| * Accuracy and attention to details. |  |
| * Committed to customer service. |  |
| * A team player |  |
| * Commitment to quality and continuous improvement. |  |
| * Ability to work under pressure. |  |
| * Several years’ experience working in a business environment at a management level. |  |
| * Experience of understanding financial information, managing budgets effectively and ensuring financial propriety with school procedures and current Local Government Finance legislation. |  |
| * Experience of project management, planning, managing and monitoring of work |  |
| * Experience of book-keeping |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: ………………………………………………………………………………………… Dated: …………………………………………….