



**Job Description & Person Specification
School Business Manager**

Job Description

Job Title:	School Business Manager – Spring Brook Academy
Pay Grade / Scale / Range:	SCP 36-39
Working hours:	36 hours 40 minutes per week.Full year
Location:	You will be expected to work across all sites within Spring Brook Academy
Staff responsible to:	Executive Headteacher – Spring Brook Academy/Spring Board Project
Staff responsible for:	Designated support staff
Accountable to:	Chief Executive Officer
Probationary period:	26 weeks for new staff to the organisation

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. An enhanced DBS certificate is required for this post.

Overall purpose of the job

The School Business Manager is the school's leading non-curricular support staff professional and works as key member of the Senior Team to assist the Executive Headteacher and Heads of School in their duty to ensure that the Spring Brook Academy and each of its sites meets its educational aims.

Key Responsibilities

- Responsible for the strategic leadership, management and development of all matters within the management of the Academy which are supportive to, but do not involve, the teaching function :
- Budget planning, monitoring and financial control.
- Contract compliance and leasing.
- Supporting appointments and payroll duties
- Managing the Academy offices and reception areas.
- Administrative ICT and communication systems.
- Managing and coordinating site services and catering.
- Grant applications and fundraising.

- ◆ To work in partnership with the MAT Central Team to support the implementation of central MAT functions.

General Tasks

Leadership & Strategy

1. Take a strategic view of the development of all support systems for the Academy, consulting with staff and Governors, and taking responsibility for negotiating, influencing, initiating and delivering improvements to achieve high standards of learning and achievement across New Bridge School.
2. Participate as a full member of the Senior Leadership Team (SLT), leading in the area of support services and helping to resolve problems, promoting effective management and strategic leadership.
3. Attend and report to Governing Body and appropriate Governors' Portfolio meetings
4. In the absence of the Executive Headteacher, to support the Heads of School to take delegated responsibility for all required decisions.
5. To provide leadership and guidance for support staff, including direct line management responsibility where appropriate.
6. Plan and manage change in accordance with the development /strategic plan for each site within Spring Brook Academy, alongside other members of SLT
7. To lead on compliance with regards to current legislations and statutory returns.

Financial Resource Management

1. Working with the of Site and the central finance team to :
 - a. prepare forecasts of income and expenditure for approval by the Executive Headteacher and Governors
 - b. discuss, negotiate and agree final budgets
 - c. submit proposed budgets to the Executive Headteacher and Governors for approval.
 - d. provide ongoing budgetary information to Heads of Site
 - e. Identify any significant variances and to propose and agree with the Executive Headteacher and Governors any revisions budget revisions required in response.
 - f. put approved formal finance agreements with providers in place for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules and monitor the effectiveness and implementation of agreements
2. To be responsible for the management of the Academy accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures in line with best practice and regular review.

3. Remain up to date with regard to financial regulations and arrangements and advise the Headteacher and Governors of all relevant changes.
4. To advise the Headteacher and Governors on investment and Trust financial policy, preparing appraisals for projects and responsible for the development of a longer-term financial strategy for the future development of the Academy.
5. To be responsible for procurement processes, policies and activities within the Academy in line with the scheme of delegation.
6. Maintain a strategic financial plan that will indicate the trends and requirements of each site's development plan and will forecast future year budgets.
7. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
8. To oversee income generation including lease and letting arrangements
9. To oversee Academy insurance arrangements

Human Resource Management

1. Evaluate Spring Brook Academy's strategic objectives and obtain information for school workforce planning
2. Identify the types of skills, knowledge, understanding, and experience required to undertake existing and future planned activities
3. To ensure effective line management, performance management and professional development for all non-curricular support staff based in the school.
4. To support as a school leader for general staffing matters including staff wellbeing.
5. To be responsible for all recruitment as agreed with the Executive Headteacher and governors.
6. To work with the Heads of Site, Executive Headteacher and the central HR team to take responsibility for:
 - a. advising Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
 - b. support monitoring of the relevant legal, regulatory, ethical, and social requirements and the effect they have on New Bridge School and its staff.

Estate Management

1. To oversee the maintenance and repair of the Academy's sites and buildings, and the efficient operation and security of all facilities on the property, including ICT.
2. To be responsible for ensure the Academy's site are secure at all times.
3. To ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations

4. To develop and oversee the environmental management of Academy resources, including transport, procurement and facilities management.
5. Ensure ancillary services - catering, cleaning, etc., are monitored and managed effectively
6. To be responsible for ensuring appropriate insurances are in place.

Management Information Systems and ICT

1. Working with the Heads of Site, Executive Headteacher and the central ICT team to take responsibility for:
 - a. considering approaches for existing use and future plans to introduce or discard technology in Spring Brook Academy and each of its sites.
 - b. consulting with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
 - c. ensuring that the Academy and each of its sites has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
 - d. ensuring resources, support and training are provided to enable work colleagues to make the best use of available ICT including non-curricular, teaching, learning and assessment systems.
 - e. ensuring contingency plans are in place in the case of technology failure.

Health & Safety

1. To oversee the management of health and safety, risk management, business continuity.
2. To oversee statutory obligations are being met for pupils and students with special educational needs and disabilities.
3. Working with the Heads of Site, Executive Headteacher and the central H&S team to take responsibility for:
 - a. acting as the Spring Brook Academy Health & Safety and Fire Co-ordinator. Plan and maintaining records of fire practices and alarm tests.
 - b. ensuring Spring Brook Academy's written health & safety policy statement is clearly communicated and available to all people on each site.
 - c. enabling regular consultation with people on health and safety issues including carrying out regular audits.
 - d. ensuring systems are in place to enable the identification of hazards and risk assessments and for effective monitoring, measuring, and reporting of health and safety issues to the Executive Headteacher, Heads of School, Governors and the MAT's Health & Safety Managers.
 - e. ensuring accident, incident and violence reporting procedures are followed. Analyse reporting data for trends and intervening according to ensure reduction in accidents, incidents and violent occurrences.

Administration Management

1. Lead a culture of continuous improvement across the Academy's administration, working to improve efficiency and effectiveness in all aspects of the Academy support services.

2. Manage the Academy's administrative function and lead all administration support staff on each site to:

- Design and maintain administrative systems that deliver outcomes based on the aims and goals of Spring Brook Academy and each of its sites.
- Manage systems and link processes that interact across each site to form complete systems.
- Define responsibilities, information and support for administration staff.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems.

Data Protection

In conjunction with the MAT Data Protection Lead:

1. Act as point of contact for all matters pertaining to GDPR
2. Identify and evaluate data processing activities
3. Support with the conduct of any Data Protection Impact Assessments (DPIAs)
4. Maintain records of processing operations
5. Ensure all queries from data subjects are dealt with within legal timeframes.
6. Support with perform audits to determine whether we need to alter our procedures to comply with regulations
7. Assist with training on GDPR compliance for employees across all sites.

Policy Management

1. Ensure statutory policies are always implemented, put into practice and are subject to review and assessment at regular intervals or as situations change
2. Communicate the strategy of relevant policies.
3. Ensure people have a clear understanding of policies and procedures and the importance of putting them into practice
4. Monitor the way policies and procedures are actioned and provide support where necessary

STANDARD DUTIES

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all
2. To uphold and promote the values and the ethos of Spring Brook Academy.
3. To implement and uphold the policies, procedures, and codes of practice of Spring Brook Academy, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding/child protection.

4. To take a pro-active approach to health and safety, working with others on each site to minimise and mitigate potential hazards and risks, and actively contribute to the security of the sites, e.g., challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to each site's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To work across the New Bridge MAT if required
8. To undertake any other additional duties commensurate with the grade of the post.

CONTACTS

Staff / contractors / external organisation (LA)

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Executive Headteacher – Spring Brook Academy

Responsible for: Designated support staff including Administration / Human Resources / Facility & Property Management / ICT Team

SPECIAL CONDITIONS

DBS required – Enhanced

	DATE	NAME	POST TITLE
PREPARED	24/10/22	Jenny Dunne	Executive Headteacher
REVIEWED			
REVIEWED			

PLEASE NOTE: The selection panel will use the criteria below to shortlist. Only those applicants who demonstrate that they meet all the **emboldened criteria listed below (to the selection panel's satisfaction) will be invited to interview.**

Person Specification				
Selection Criteria		Assessed By		
Education, Qualifications & Training		Essential Desirable		
1.	Evidence of further training in preparation for a leadership role eg; Level 4 – 6 Diploma in School Business Management (CSBM; DSBM; ADSBM)	Application Form/certificates	x	
2.	Demonstrate recent and relevant training and awareness of current issues relating to administration procedures, HR matters and finance	Application Form/certificates	x	
3.	Recognised Health and Safety Accreditation	Application Form/certificates		x
4.	Evidence of Continuing Professional Development	Application Form/certificates	x	
Experience				
1.	Experience of leading, managing and advising at a senior level within a school setting as a school business manager	Application form/Interview	x	
2.	Experience of budget setting and monitoring and accountancy and strategic financial planning	Application form/Interview	x	
3.	Experience of the management of facilities and ancillary services	Application form/Interview	x	
4.	Experience of challenging poor performance and implementing strategies for improvement	Application form/Interview	x	
5.	Experience of working as a line manager of a diverse team of people covered in this job description	Application form/Interview	x	
6.	A thorough understanding of staffing issues and building, leading and sustaining complex working relationships	Application form/Interview	x	
7.	Experience of HR matters and an understanding of employment law	Application form/Interview	x	
8.	Experience of managing projects and achieving results	Application form/Interview	x	
9.	Experience of working effectively with parents, Governors, Trustees, senior leaders and external agencies	Application form/Interview	x	

Skills and Ability				
10	Excellent communication skills – ability to demonstrate and articulate a clear vision for the future of the school in the context of the short and medium term challenges	Application form/Interview	x	
11	Ability to interact and challenge senior school leaders	Application form/Interview	x	
12	Ability to set high expectations and standards, and provide a role model for pupils and staff	Application form/Interview	x	
13	Ability to work effectively in partnership with parents, Trustees, Governors and the wider community	Application form/Interview	x	
14	Ability to chair and contribute to meetings effectively	Application form/Interview	x	
15	Ability to make decisions based upon analysis, interpretation and understanding of relevant data and information from both within and outside school	Application form/Interview	x	
Knowledge				
16	In-depth knowledge of spreadsheet analysis	Application form/Interview		x
17	Knowledge of current educational issues and the broader agenda	Application form/Interview	x	
18	Knowledge of GDPR	Application form/Interview	x	
19	Knowledge of health and safety legislation and procedures as they apply within an educational setting	Application form/Interview	x	
20	Knowledge of financial regulations and how educational establishments are funded	Application form/Interview	x	
21	Knowledge of Safeguarding and Child Protection expectations	Application form/Interview	x	
22	Knowledge and understanding of strategies for inclusion and equal opportunities	Application form/Interview	x	
Work Circumstances				
23	Driving licence and transport to be able to commute between all the sites within the New Bridge Multi-Academy Trust	Application form/Interview	x	

24	Flexible hours of work commensurate with the seniority of the post	Application form/Interview	x	
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