



Buttsbury Infant School

School Business Manager

Recruitment Information Pack

January 2022 or as soon as possible

Perry Street, Billericay, Essex CM12 0NX

Together we grow

Aspiration, Respect, Resilience, Kindness

Contents

Welcome Letter.....	2
The Application Process	3
Support Staff Staffing Structure.....	4
School Business Manager	5
Job Description	6
Person Specification.....	10

Welcome Letter



Dear Applicant,

This is an extremely exciting opportunity for an ambitious person to develop their career further, working closely with the Headteacher, Senior Leaders and Governors on all aspects of school improvement. The Headteacher and Governors strongly endorse the value of school business management and the critical role it plays in education.

Buttsbury Infant School is on a journey. We are constantly striving to improve to ensure that we provide the best education for the children that attend the school. Our annual budget is nearing two million pounds and, through careful management and actively seeking funding opportunities, we have been able to set development and improvement budgets as opposed to stand-still budgets for the past few years.

We are looking for a self-motivated, forward thinking and dynamic Business Manager who has a proven track record of working strategically, managing all aspects of finance. It is a central and highly valued role within the school.

As a member of the school's Senior Leadership Team you will be expected to help drive the strategic development of the school as well as provide advice and insight, from your experience in previous roles, into all aspects of the school's development plans. You will demonstrate the ability to motivate and inspire others. Recent professional financial experience, suitable qualifications and a commitment to ongoing professional development are essential.

The school is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS checks.

I look forward to receiving your application.

Kind regards

Ms Miriam Gould
Headteacher

The Application Process

Applications must be submitted via Essex Jobscene by no later than midday Monday 11th October 2021.

Essex Jobscene can be access via the following link:

<http://www.essexschoolsjobs.co.uk/Vacancies/Search.aspx>

Applications will be ranked against the person specification for this role. All shortlisted applicants will be subject to assessment tasks as per the person specification.

Prior to appointment, the preferred candidate will be required to complete pre-employment checks including an occupational health questionnaire and a self-disclosure form (SD2). Once the pre-employment checks are completed satisfactorily, the successful candidate will be required to complete a six-month probationary period to our satisfaction.

We look forward to receiving your application; please do not hesitate to contact Mrs Sandra Stamp, School Business Manager or Ms Miriam Gould, Headteacher, on 01277 622821 if you have any queries.

Application Closing Date: Midday Monday 11th October 2021

Shortlisting Date: Wednesday 13th October 2021

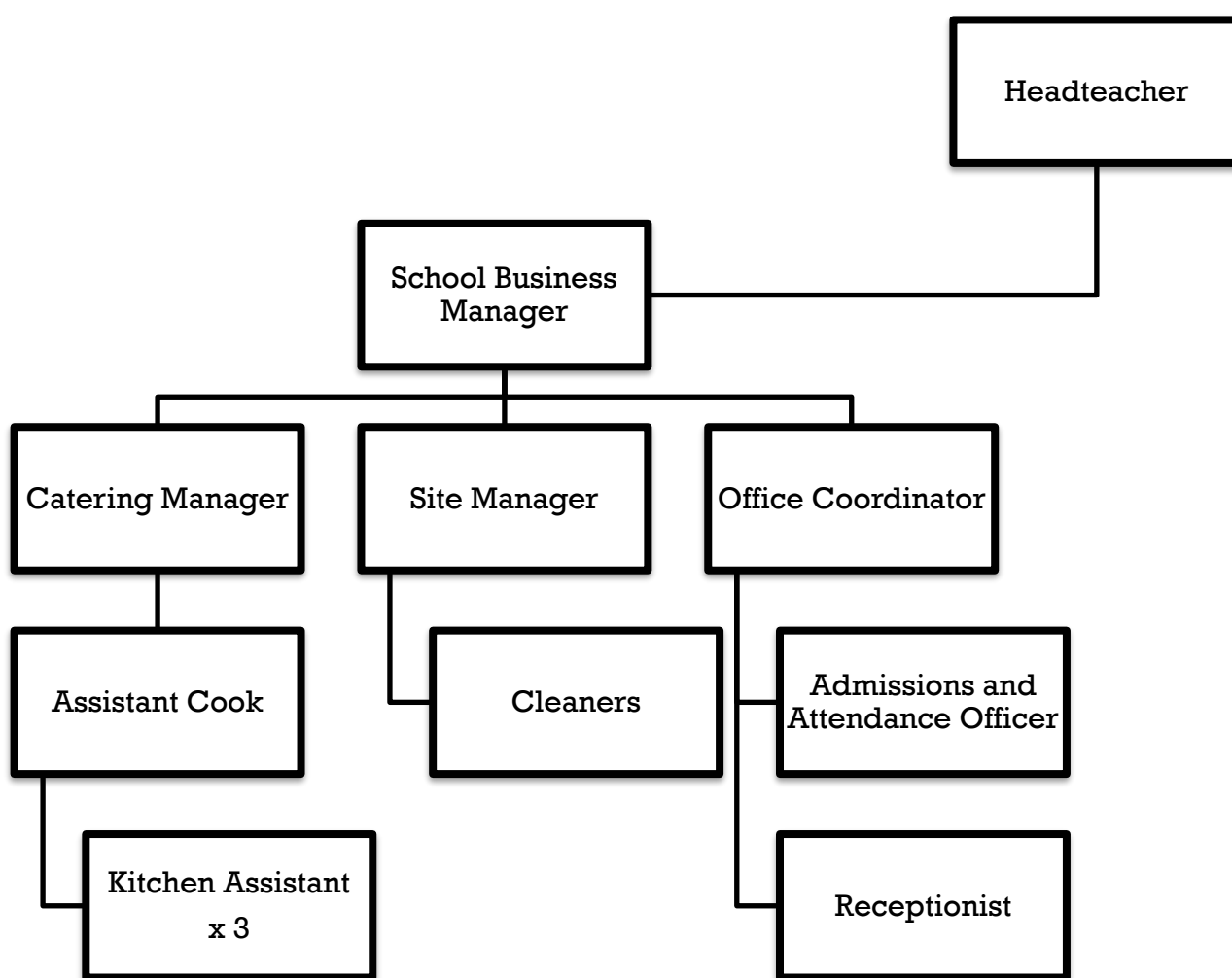
Interviews: WC 18th October, 2021

Queries

If you have any queries on any aspect of the application process or need additional information please contact Ms Miriam Gould, Headteacher.

Visits to the school are warmly encouraged.

Support Staff Staffing Structure



The Senior Leadership Team comprises:

Headteacher Interim Deputy Headteacher EYFS Leader
SENDco School Business Manager

School Business Manager

Job Description

Job Title: School Business Manager
Job Salary: Scale 9 plus Fringe Allowance
Responsible to: Headteacher
Hours/Weeks: 37 hours per week term time plus 4 weeks (flexible holiday working)

Job Purpose:

As a member of the Senior Leadership Team, the School Business Manager will ensure that resources are managed efficiently and in line with probity, thereby supporting the school as it strives for high achievement in learning for every pupil.

In order to do this, the School Business Manager role has 6 distinct functions

1. The Strategic Role
Strategic planning and resource allocation
Risk management
School improvement and development
Planning and leading on organisational change
2. Finance
Budget setting and management
Resource management
Contracts management
Sourcing external funding
3. Premises and Facilities Management
Managing the premises
Health and safety
Relationship management
Managing ICT systems and communications
Managing physical resources and the school's environmental impact
Business continuity and managing risk
4. Human Resources
Managing personnel issues including recruitment and managing employment contracts
Staff training and development
Workforce planning
Line management of support staff
5. Achieving Results
Developing and implementing project plans
Implementing improvements as identified in the School Development and Improvement Plan
Maintaining and reviewing systems which help to maintain the school's outstanding performance
6. Marketing and Liaison
Promoting the school
Developing external links and relationships

Job Description

Job Title	Business Manager
Grade	2020 Scale 9
Reports to	Headteacher
Job Purpose	<ul style="list-style-type: none"> • To give strategic vision and leadership to all aspects of budget, finance and premises • To lead, operate, maintain and develop the financial procedure and systems of the school, in co-operation with the Leadership Group and governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained • To be responsible for the school site and its buildings, their maintenance, development and efficient use. • To function as line manager for non-teaching support staff • Play a central and creative role in the Leadership Group • Ensuring that the school is fully prepared to meet OFSTED financial criteria • To liaise with the relevant members of the Local Authority and funding bodies • To work with the DPO to ensure the school is compliant with the requirements of data protection legislation. • To oversee and monitor the school's data processing practices. • To act as the point of contact on data management for the school staff and the DPO.
Duties	<p>General</p> <ul style="list-style-type: none"> • To lead and advise the Leadership Group on matters relating to finances, estates and Health and Safety • To attend Finance and Premises Governing Body (and Full Governing Body when required) meetings • To take delegated responsibility for financial and premises decisions following appropriate discussions with the Headteacher • To deputise for the Headteacher as required in relevant fields of expertise <p>Health and Safety</p> <ul style="list-style-type: none"> • To advice staff as appropriate • In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices <p>Premises</p> <p>The Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Headteacher. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Taking the 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 to the school is carried out and progress monitored

- Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering
- Advising on all Health and Safety matters including measures in the event of emergencies
- Appraise projects for the development of the school
- To be responsible to the Headteacher 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 monitor the work of on-site contractors and arrange estimates for work.
- To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims
- To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to governors, as appropriate

Financial

Working with the Headteacher the Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The Business Manager will be responsible specifically for:

- Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained and reported on a regular basis to the Headteacher and governors
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both LA and the school are observed
- Preparation for approval by governors of annual estimates of income and expenditure. The provision of detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems
- The operation of the school delegated bank account, ensuring that a full reconciliation is undertaken at least once per month
- Manage the school's financial IT package giving guidance to other users
- To prepare appraisals for particular projects and the development of long term initiatives for the school
- To co-operate, initiate and manage audit procedures as necessary
- Attend Governing Body and Finance and Premises Meetings
- To prepare all financial returns for the DCSF, LA and other central and local government agencies within statutory deadlines
- To lead on writing the financial sections of bids for funding as required by the LA, DCSF and the school
- Managing the tendering for all service contracts; monitoring all insurance policies with a view to cost effectiveness: and ensuring that the school maximises its potential from the LA
- Submitting capital bids to the LA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors

- Promoting the school's activities and premises with the objective of maximising letting income within agreed policies
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- Monitor the standard and cost effectiveness of the school's catering arrangements in conjunction with the catering manager within agreed performance indicators
- To be responsible for the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions

Administration and ICT

The Business Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students.

Specific responsibilities include:

- To coordinate planning for effective and efficient provision of administrative IT resources at the school including hardware/software
- To manage the efficient and effective running of the general office as one of the school's main points of public contact as well as the centre of daily administration

Personnel

- To prepare contracts of employment and salary scales are correctly entered on the personnel system
- To liaise with payroll over hourly paid staff
- To check payroll returns, reconcile and analyse
- To process pension changes and liaise with appropriate bodies.
- To implement award payroll form and payments to the Inland Revenue.
- To liaise with the non-teaching line managers to ensure induction, professional development and appraisal of support staff.
- To ensure support staff job descriptions are in place, current and accurate.
- To advise, with support of the Education Personnel Services, on matters of pay, pension rights, early retirement and sickness and maternity benefits.
- To prepare monthly payroll alterations for starters, leavers and changes

Data Protection

Working with the Data Protection Officer specific responsibilities include:

- To ensure that all data controllers at the school handle and process data in accordance with data protection legislation.
- To ensure that data in use remains up-to-date, and that data is destroyed in line with legal requirements when its retention period expires.
- To maintain accurate records of all data processing activities, and make these records public upon request.
- To inform data subjects of how their data will be used by the school, their rights and the measures implemented by the school to protect their personal information.

	<ul style="list-style-type: none"> • To abide by confidentiality requirements in relation to duties required by the role. • To promote a programme of staff awareness training to support a culture of data privacy. • To act as the first point of contact for the Data Protection Officer and ensure that any recommendations are implemented.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes or to fulfil the role of School Business Manager. The nature of the School Business Manager role means that there will also be additional tasks and projects identified subject to the level and responsibilities of the postholder.

General Accountabilities

- A. So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees and, in premises/work areas for which the postholder is responsible, maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare Policies and Codes of Practice.
- B. Work in compliance with the Codes of Conduct, Regulations and Policies of Buttsbury Infant School, and its commitment to promoting equality and diversity.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards



School Business Manager

Requirement	Essential	Desirable	How Identified
Academic Qualifications	<p>Level 4 Diploma in School Business Management or relevant Business or Professional Qualification</p> <p>Evidence of continuing professional development</p>	Level 5 Diploma in School Business Management	Documentary evidence
Experience	<p>Experience in managing a significant budget</p> <p>Experience of audit processes</p> <p>Experience in financial management systems</p> <p>Experience of managing and developing business and administrative systems</p>	<p>Experience of working in a school environment.</p> <p>Experience in working with management information systems relating to personnel and pupil data, SIMS Finance Module</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Communication Skills	<p>High level writing skills including ability to write concise, robust business cases and briefing papers</p> <p>Strong oral communication</p> <p>High level presentation skills</p>	Developed personal networks	<p>Application form</p> <p>Interview</p> <p>Task</p>
Personal Disposition	<p>Highly motivated</p> <p>Diplomatic</p> <p>Professional approach</p> <p>Good organisational skills</p> <p>Attention to detail</p> <p>Assertive</p>		<p>Application Form</p> <p>References</p> <p>Interview</p>
Analytical Skills	<p>Able to assess all aspects and implications of problems/situations</p> <p>Able to make decisions based on sound analysis and judgement</p> <p>Decisive and willing to take responsibility</p>	Experience of interpreting benchmarking materials	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Task</p>

Financial Management	<p>Evidence of long term budget planning</p> <p>Ability to provide transparent and accurate financial information, including budget papers</p> <p>Experience of effective procurement and ensuring value for money</p> <p>Experience of maximising income including fund raising and bidding</p>		Application Form Interview Task References
ICT	<p>Overseeing and managing the technical support for existing technology systems</p> <p>Assessing future technology needs and contributing to the development of solutions</p>	Experience of procuring and implementing new technology systems	Application Form Interview References
Premises and Facilities Management	<p>Plan and monitor the use of all physical resources within the school, including identifying future need</p> <p>Ensure Health & Safety compliance and that any identified issues are effectively addressed</p>	Previous experience as a facilities / premises manager	Application Form Interview References
Project Management	<p>Ability to use project management principles to deliver continuous improvement within the school</p> <p>Ability to set up and manage a programme of small projects</p>		Application Form Interview References
Organisational Change	Able to build capacity, plan and lead on change within own team/role and across the school		Application Form Interview References
Staff Management	<p>Experience of HR systems and processes</p> <p>Model best practice in management</p> <p>Ability to lead and direct a team</p> <p>Experience of a range of staff management issues</p>	<p>HR experience</p> <p>Experience of resource planning</p>	Interview