

Job Description

School Business Manager

Title:	School Business Manager
Employed by:	Open Box Education Centre
Responsible to:	The Principal
Salary:	Salary £28,785 - £35,934
Hours:	Full Time (32.5 hrs), 45 weeks (term time plus 6 weeks) 8:30am-3:30pm
Work Base:	Open Box Education Centre
Start Date:	1st September 2020
Terms of employment:	Permanent contract

AIMS:

1. Under the supervision of the Principal, to be responsible on a day-to-day basis for managing the strategy and operation of the business functions of our school, including financial management, health and safety, premises management, human resources, compliance and data protection.
2. To advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.
3. To be responsible for the day to day management of the school premises to ensure they are available, appropriate and safe for use, including key holder responsibilities

MAIN DUTIES AND RESPONSIBILITIES:

1. Leadership and Strategy
 - a. Under the direction of the Chair of Governors and the Principal, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
 - b. Attend all relevant meetings with the Principal and School Improvement Team, and report to governors where appropriate, on all areas of the role responsibilities
 - c. Attend any meetings or events that inform a full understanding of the experiences and opinions of students and staff and their use of the facilities and the premises
 - d. Take all decisions in line with the vision and values of the school, and encourage others to do the same
2. Financial Management
 - a. In partnership with the Chair of Governors and Principal, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds

- b. Submit the budget to the governing board
- c. Monitor the budget all year round, advising the Principal where revisions or changes are needed
- d. Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- e. Comply with financial reporting requirements and submit statutory returns including company confirmation statement
- f. Oversee school bank accounts on a day-to-day basis, ensuring invoices for school fees are issued, invoices received are paid promptly, money owed is collected, petty cash is managed and clear records are kept
- g. Provide financial reports to the governing board and members ahead of monthly and termly meetings, respectively
- h. Find and apply for grants
- i. Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money

3. Human Resources

- a. Manage the school's payroll, including direct reporting and payments to HMRC
- b. Manage recruitment contracts and ensure ongoing compliance with employment law
- c. Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with school policy and employment law.
- d. Advise on HR issues within school and liaise with the external HR provider
- e. Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- f. Provide pay review proposals for the Principal and governors' consideration

4. Health and Safety

- a. The business manager is the responsible person for Health & Safety
- b. Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school.
- c. Ensure compliance with safe working practices in accordance with the school policies.
- d. Organise health and safety training for staff

5. Premises

- a. As one of the on-call key holders, to be responsible for ensuring the school is opened and ready for the day at 8:30am, including completing all routine safety checks, and ensuring systems are in place for securing the building at the end of the day
- b. As part of the keyholder team, respond to alarm call-outs outside normal working hours (and other such key holding duties)

- c. Ensure the school's premises, furniture and grounds are maintained in good order, on a day to day basis, meeting the Independent School Standards part 5.
- d. Monitor and manage stock in relations to premises management and cleaning
- e. Preparation and implementation of buildings and furnishings maintenance programmes:
 - i. Produce schedules of work, seek quotations and establish priorities for governing board approval.
 - ii. Ensure planned and emergency maintenance and repair work is completed, using external contractors where appropriate.
 - iii. Keep a log of all maintenance work undertaken.
 - iv. Supervise the work of cleaning staff and outside contractors
 - v. Keep an updated list of competent contractors.
 - vi. Prepare advice for Governors concerning renewal of annual agreements and contracts.
- f. Leading the planning stage and project managing during construction/refurbishment phases of major schemes approved by the governing board
- g. Monitoring of site security systems, fire systems, health and safety and waste management
- h. Advising the Principal and Governing Body of relevant health and safety legislation and requirements as appropriate.
- i. Liaise with other users of the building to ensure safe and appropriate shared use

6. Compliance

- a. Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- b. Be the school's Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues
- c. Monitor and update the risk register and ensure risk assessments are completed for all areas of the school's activities.
- d. Ensure all staff are trained in all relevant emergency procedures
- e. To carry out compliance safety checks of fire systems, emergency lighting, legionella and PAT testing
- f. In partnership with the School Administrator:
 - i. Track all school policies and ensure they are updated in accordance with the policy review schedule
 - ii. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

7. To understand, respect and work within the foundational Christian ethos of the school.

8. To undertake any other reasonable duties as directed by the Principal.

SKILLS, KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Educated to degree level, ideally in accountancy, business management or a related discipline 	<ul style="list-style-type: none"> A school business management qualification (eg Level 4 Diploma in School Business Management) Health & Safety Qualification Human Resources Qualification
Experience	<ul style="list-style-type: none"> Experience of managing a budget on a day to day basis, including managing payroll Experience of contracts and personnel management Successful leadership and management experience in a school, or in a relevant field outside education Experience of managing health and safety within the workplace Experience of managing compliance with statutory obligations, preferably in an education setting Experience of working within an inspection framework 	<ul style="list-style-type: none"> Involvement in school self-evaluation and improvement planning Line management experience Experience of change management Experience of contributing to staff development Experience of working within the OFSTED Inspection framework or the Independent School Standards
Skills and Knowledge	<ul style="list-style-type: none"> Expert knowledge of financial management Excellent communication skills and the ability to communicate effectively orally and in writing to a range of audiences Ability to build effective working relationships with staff and other stakeholders 	<ul style="list-style-type: none"> Ability to relate positively, appropriately and respectfully to young people around the school who may present with challenging behaviour and undeveloped social skills
Working as part of a team	<ul style="list-style-type: none"> Ability to work with other staff effectively and positively Ability to adapt and work flexibly in response to student needs A commitment to the vision, values and aims of Open Box Education Centre and an understanding of, and willingness to work within, its foundational Christian ethos. 	
Effective working	<ul style="list-style-type: none"> Excellent personal organisation and time management skills. Ability to work under pressure and prioritise effectively Ability to use a range of ICT software competently Ability to reflect on practice and implement change where necessary 	

Safe Working	<ul style="list-style-type: none"> • Ability to work within the organisation's policies and procedures. • An understanding of and commitment to promoting and safeguarding the welfare of students 	<ul style="list-style-type: none"> • An awareness that lifestyle, language, attitudes and behaviour have an impact on how young people see staff as role models
Please show in your letter of application how you meet each of these requirements.		

SAFEGUARDING

Open Box Education Centre is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Open Box Education Centre is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying for this job at Open Box Education Centre. Pre-Employment Checks appropriate to this Job Profile:

- **Identity**
- **Medical Screening**
- **References**
- **Qualifications**
- **Prohibition from Teaching**
- **Self-disclosure**
- **Enhanced DBS Check**
- **DBS Barred List Check**
- **Right to Work in the UK**

Childcare Disqualification check