

JOB DESCRIPTION

Post Title: School Business Leader – Special School		Director/Service/Sector: Schools		Office Use JE ref: HRMS ref:
Grade: Band 11 – pts 50 – 53		Workplace: Collingwood School & Media Arts College – (Special School Age range 2–19)		
Responsible to: Headteacher		Date: September 2018	Manager Level: School Leadership Team	
Job Purpose: The School Business Leader (SBL) will provide professional leadership for the school in all listed areas and must therefore be commercially astute with strong leadership and management skills. Experience at a senior strategic level in a school or commercial organisation is therefore essential. Being highly effective and influential, they will provide professional leadership, strategic input and clear direction on key support services. The SBL must have strong financial experience with the ability to set budgets and develop business plans alongside keen financial acumen. Experience of project management and a working knowledge of IT systems, buildings, estates, and regulatory requirements will be important. The SBL will need a dynamic and energetic approach to their work and be enthusiastic about participating in all aspects of the school’s life. It is essential that all of our staff understand the culture and ethos of the school, the diverse special needs of our community and the wider educational environment. The SBL will lead key members of school staff and will be the main person in ensuring that the school achieves/maintains a healthy financial position that enables standards in education to flourish. Always asking ‘how does my work and decision making ensure a high quality education and school experience for all?’ Is at the heart of the school.				
Staff	To deputise for the Headteacher as required in the relevant fields of expertise. Line management of support staff.			
Finance	Strategic leadership of all aspects of finances including responsibility for preparing, accounting for and monitoring the budget of up to £1.5 million. X			
Physical	Responsibility for all buildings, including school swimming pool, resources and the accuracy and security of the school’s information systems and records.			
Clients	Extensive involvement with and shared responsibility for all stakeholders – pupils, parents, partnership schools, funding providers, local businesses, community groups etc. As a member of the School Leadership Team, providing relevant advice and information to the headteacher, governors, Northumberland County Council and government agencies.			
Duties and key result areas: Strategic leadership and management <ul style="list-style-type: none">• Responsible for the strategic leadership, development, implementation and impact of all business leadership and management functions with the school.• Contributing to the strategic direction and management of the school as a member of the School Leadership Team (including attending all SLT meetings and Governing Body meetings as required).• Contribute to the formulation and review of the school development plan with a particular focus on supporting exceptional teaching in a fit for purpose highly specialised learning environment within the need to make best use of financial resources.• Responsible for (through delegation where appropriate) line management / holding to account support staff (including premises, administration, ICT).• Mentoring, supporting and working closely with the administration and premises teams at the school to ensure that their roles and responsibilities are met to the highest standards.				

- Responsible for leading school systems re implementation of all HR processes, for all staff; includes the induction for all new appointments to the school; training and appraisal of all non-teaching personnel and mentoring of all apprentices both teaching and non teaching.
- Lead on risk management within the school and advise the school leadership team to mitigate risks to the delivery of strategic objectives.
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- Being a highly visible, proactive and approachable presence to students, staff and other stakeholders around school and at school events/activities, while sustaining the specific demands of the role.
- Putting quality first teaching at the centre of strategic planning, resource management, monitoring, review and evaluation.
- Take a lead role in engaging all stakeholders and act as an ambassador for the school to develop contacts and raise its public profile.

Finance and managing resources

- Prepare an annual budget for approval by the governing body based on accurate estimates of income and expenditure and taking into account school improvement priorities and long-term financial planning. Prepare an annual projection of pupil top up funding.
- Lead multi-year financial planning for the school.
- Design and manage financial systems to ensure accurate financial records are maintained and robust financial reports are provided to budget holders, headteacher and governors on a regular basis.
- Develop financial policies and procedures for the school that meet all regulatory requirements for schools.
- Advise the headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term financial strategy for the future development of the school.
- Develop an on-going awareness of current and emerging trends and developments in education policy, nationally and locally and identify potentially financial pressures and modifications that may need to be put in place.
- Lead income generation on behalf of the school and ensure opportunities to trade services and bid for funding and sponsorship are taken.
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- Procure, manage and monitor contracts, tenders and agreements for support services, energy supplies and insurance ensuring value for money.
- Submit capital bids to the local authority, monitor and control capital expenditure on buildings and grounds and appoint appropriate contractors.
- Ensure that the school meets the requirements of the financial regulations and statutory requirements.
- Develop/Maintain in-depth knowledge of Government Guidance including Pupil Premium, 16-19 Bursary Funding, PE/Sports Grants, FSM Funding, LAC, Safeguarding Legislation and Ofsted and Audit regulations.
- Manage the payroll procedure with school including monthly payroll returns.

Administration, ICT and technical support

- Lead and manage all administrative and technician support functions across the school including reception, reprographics and curriculum support.
- To be responsible for review and update of job descriptions of all staff, in liaison with school leaders.
- Develop and manage ICT and administrative systems across the school to ensure robust management information that meets the needs of a diverse range of users.
- Oversee preparation, implementation and monitoring of a multi-year ICT plan for the school including software and hardware requirements to meet the curriculum and operational needs.
- Coordinate the preparation and timely submission of external data and statutory returns to the DfE, County Council and exam boards.
- Manage the transport requirements including effective liaison with the local authority and contractors.

Estate management

- Oversee the management and maintenance of all buildings, facilities, grounds, fabric and furnishings of the school.
- Manage the maintenance of the swimming pool including water hygiene, chemicals and all other Health & Safety requirements
- Liaise with swimming pool operator and maintenance contractor.
- Oversee the work of site management, caretaking and cleaning staff to ensure that staff, students and other premises users have a healthy and safe environment to work in.
- Prepare, implement and monitor a premises development plan that is financially viable and addresses the National Framework for Sustainable Schools.
- Project manage capital projects on behalf of the headteacher to ensure that these are delivered on time, to standard and within budget.
- Lead health and safety management within the school by taking responsibility for implementing and monitoring appropriate protocols, inspections and action plans.
- Take responsibility for security, fire safety and first aid provision at all sites in consultation with the local authority and external agencies.
- Develop and regularly review emergency procedures and disaster recovery plans for the school and provide training to those with specific responsibilities on their roles.
- Oversee the letting of school premises to outside organisations and the local community.

Marketing and customer relationship management

- Develop, implement and monitor an effective marketing and communications strategy to promote the school and raise its profile within the local community and regionally.
- Develop and manage extended services provision for school.
- Manage multi-agency relationships and liaise with local businesses for fundraising and joint projects.
- In consultation with the headteacher, oversee the handling of press and public relations activities.
- Ensure effective school marketing literature is produced in line with the requirements of legislation, regulation and codes of practice.
- Manage events by overseeing their planning and evaluating their effectiveness.
- Oversee the management of all complaints and ensure all actions are effectively implemented.
- Oversee, control and maintain (through appropriate delegation where agreed with the Headteacher) the school's website and social media accounts.

HR and Line management

- Lead and manage all non-teaching support staff within school, including, induction, performance management and training and development needs.
- Manage the recruitment process for the whole school
- Deploy staff effectively around school to maximise the use of available resources and respond to changing priorities.
- Oversee cover arrangements across the school and ensure that supply staff have the necessary pre-appointment checks and an effective induction.
- Take responsibility for all HR matters including pre-appointment checks for staff and volunteers and co-ordinating the preparation of paperwork for Employee Services.
- Be contact for all staff absences both outside and inside normal working hours
- Provide initial advice to the headteacher and governing body on key HR processes such as performance management, capability, disciplinary and grievance.
- Carry out return to work interviews.
- Take responsibility for all Occupational Health referrals

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Required to use own transport to attend meetings locally and regionally.
Working patterns:	Normal hours but need to also work 'out-of hours' as necessary.

Working conditions:	Normally indoors.
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PERSON SPECIFICATION

POST: School Business Leader		Director/Service/Sector: Maintained Schools		Ref:
Essential		Desirable		Assess By
Qualifications and Knowledge				
Educated to degree or postgraduate level in a business or finance related discipline e.g. first degree in Business Studies or Accountancy, Diploma level of CIPFA, Advanced Diploma in School Business Management or equivalent relevant experience. Evidence of continuous professional development including management development Substantial knowledge and understanding of multi-year financial planning and budget management principles Thorough understanding of the effective use of ICT systems and business processes Understanding of the implications of government policies and educational trends and developments		Full membership of CIPFA, CIMA or similar Postgraduate or masters qualification in management e.g. DMS, MBA, School Business Directors Thorough understanding of the funding arrangements for maintained schools, particularly in the context of a hard federation Understanding of key HR processes such as sickness absence, performance management, capability, discipline and grievance		A, C, I, R
Experience				
Substantial experience of developing financial systems, preparing and monitoring budgets and financial reporting Demonstrable track record of securing additional funds through competitive bidding Evidence of achieving cost savings in the procurement of services and contracts and using value for money principles Experience of managing one or more of the following disciplines: ICT, administration, technical support, estates management, health and safety, marketing/PR Significant experience of managing and developing multi-disciplinary teams, ideally across multiple sites Experience of deploying human and physical resources to meet changing operational demands Significant experience of contributing at a strategic level to school or service improvement Evidence of working in partnership with a range of stakeholders to achieve desired outcomes and impact		Previous experience as a School Business Manager or delivering financial support services to schools at a senior level Successful track record in achieving and maintaining effective financial management in schools Experience of effectively using SIMS to deliver a range of management information Experience of successfully project managing capital projects on time and to budget Evidence of success in transforming support services to achieve efficiency savings, continuous improvement and cultural change		A, I, R
Skills and competencies				
Ability to manage change effectively and positively engage and inspire others Highly developed negotiating and influencing skills Ability to simultaneously manage a range of conflicting priorities across a number of different disciplines Excellent verbal and written communication skills including the ability to present complex financial data and concepts to non-experts Ability to act as an ambassador for the federation and proactively raise its profile Highly developed ICT skills in developing management information systems and using a range of Microsoft applications to improve efficiency and effectiveness				A, I, G, P, R

High degree of working on own initiative with minimal supervision Ability to plan complex operations over a multiple year period Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline		
Physical, mental and emotional demands		
Concentrated mental attention is required for lengthy periods. Work-related pressures arise from conflicting priorities, interruptions and numerous deadlines outside of the postholder's control.		
Other		
Full driving licence and car available to meet the travel requirements essential to the post. Able to work flexibly, working during evenings and weekends where necessary. No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post		I

Key to assessment methods; (a) application form, (c) certificates, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits