**JOB DESCRIPTION**

**BUSINESS & FINANCE MANAGER**

**Band 8 SCP 37 (Pro Rata)**

**Statement of Purpose**

Our aim is to encourage all students to take advantage of the opportunities offered by the school to attain their full potential in all areas of school life – the academic, the social, the physical and the personal – so that they are ready both to play a productive part in a democratic society and to move forward to the next stage of education, training or career with confidence, as young people of responsibility and judgment.

**The Aims of the School**

1. To help each student to develop and realise his or her potential as fully as possible.
2. To help students form and maintain a positive self-image.
3. To allow as much scope as possible for the students’ own curiosity and enthusiasm to be the basis of learning.
4. To encourage an awareness and understanding of the society in which the students live.
5. To care for, and support, students as developing adolescents.
6. To encourage students to develop an interest in, and enjoyment of, leisure activities, and to be part of the community.
7. To prepare students for life after school.
8. To provide an environment with a positive atmosphere in which students can learn.
9. To prepare students for external examinations.

**General**

This post supports the school in its continued drive towards providing excellent teaching, learning and outcomes for our students.

The school philosophy supports the principle of inclusive education providing a broad and balanced curriculum and effective learning opportunities for all students. The entitlement of all children to learn, to make progress and to experience success is central to our work. This entitlement involves individual learning needs being recognised and realised and thereby maximising potential. The role plays a major part in the realisation of our aim of academic excellence.

A thorough understanding of the priorities, aims and objectives of the school is absolutely necessary. At Boldon all staff have both a pastoral and academic role. The organisation and leadership required will include the skills necessary to communicate effectively as a team member.

It is essential that the school works consistently towards agreed goals within our School Improvement Plan in order to raise standards of achievement. This role will support the work of the Senior Leadership Team

**Post Title:** **Business & Finance Manager**

**Salary Scale:** **Band 8 SCP 37– Term Time Only**

**Responsible to:** **Head Teacher**

As Business & Finance Manager, you will be a key member of our Associate Team, leading on all school finances, marketing strategy and other school matters. You will contribute to our financial plan and continue to reduce the school’s deficit budget. Your role will also encompass planning, development and monitoring of support services, compliance with health and safety legislation, policies and the school website. You will contribute to the overall school’s achievement of its objectives whilst maintaining confidentiality at all times.

Key tasks of the Post

The post holder will be responsible for the financial management of the school with a focus on reducing the current deficit budget.

You will:

• Set and monitor the annual school budget in line with school priorities

• Produce detailed analysis and evaluation of financial reports as required

• Manage financial administration procedures

• Provide budget management for school departments

• Be authorised signatory/credit card holder for the school

• Attend regular financial meetings with the Head Teacher/SLT/Governing Body

• Attend meetings on behalf of the school where a finance input is required

• Provide organisational and financial administrative support to other staff as required

• Be responsible for completion and submission of complex forms, returns etc. including those to outside agencies e.g. DfES/FMS/Local Authority

• Manage procurement in line with school improvement plans and in accordance with L.A. financial regulations to seek best value

• Develop appropriate links to secure funding/sponsorship

• Manage the school finance officer and hold regular team meetings with appropriate staff

• Undertake induction/appraisal/training/mentoring for designated staff

The post holder will be responsible for overseeing and taking forward the school’s managed services.

You will:

• Manage school facilities including use of premises, and associated income and major building works and projects including new developments

• Liaise and manage the PFI management company contract

• Manage the day to day administration of the SPV and provide oversight of any tendering processes, liaising with the governing body/LA as appropriate

• Monitor/manage all service level agreements in school

• Ensure the school meets SFVS and other statutory standards

• Be responsible for the school’s compliance with risk assessments and management and GDPR

• Be responsible for the school’s compliance with health and safety legislation as directed by the Head Teacher

• Be responsible for the development of all school statutory policies ensuring compliance with Ofsted and DfE

• Organise and monitor progress towards premises repairs

• Be responsible for the selection and management of resources including management of a budget and regular audit of resources

• Manage service contracts such as ICT and Catering

• Manage school licences and insurance

The post holder will be responsible for developing the corporate image of the school

You will:

• Ensure further development of the school website, ensure it is accessible and attractive to current and prospective parents and other stakeholders

• Ensure that the school website is fully compliant with current DfE guidance and meets statutory requirements

• Take a lead role in marketing and promoting the school such as developing the school prospectus and other information related publications

• Promote and develop the school’s corporate image through all parent’s evenings and other social events

**PERSON SPECIFICATION**

**BUSINESS & FINANCE MANAGER**

We shall be looking for applicants who can fulfil the following criteria:

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of assessment** |
| Educational Attainment | NVQ4 in Business Administration or equivalent qualification in a relevant discipline | Evidence of post-qualification continued professional development | * Application Form * Interview |
| Work Experience | * Experience of working in a senior financial role in a comparable organisation * Experience of leading a team * Experience of IT packages including word, excel and Sims * Experience of designing and developing administrative and organisational systems | * Report writing/data analysis * Routine administrative work experience * Education Welfare, Social Work or similar work supporting families * Knowledge of formal non-attendance procedures | * Application Form * Interview * Practical use of ICT tests |
| Knowledge/  Skills/  Aptitudes | * Ability to work proactively with a confident approach * Excellent interpersonal skills with ability to challenge while using tack and diplomacy * Ability to motivate and influence others * Ability to form effective professional relationships with a wide range of contacts, including parents/carers * Excellent organisational skills with the ability to meticulously maintain a data base * Ability to use initiative appropriately * Ability to prioritise workload and manage conflicting priorities, good time management * Ability to cope with change in a dynamic environment * Ability to manage conflict * Ability to work quickly and accurately to deadlines | * Knowledge/   understanding of KS3 and KS4 curriculum/national strategies | * Application Form * Interview |
| Disposition | * Adaptability/flexibility in changing circumstances * Work collectively as part of a team * Ability to self-evaluate learning needs and seek learning opportunities * Willing to participate in training and development * Committed to the principles of equality and diversity * Good sense of humour | * Experience of Quality Assurance Systems * Full Driving Licence | * Application Form * Interview |
| Safeguarding | The post holder will require an enhanced DBS |  | DBS check |