

**Burneston CE VA Primary School**

**JOB DESCRIPTION**

<b>POST: SCHOOL BUSINESS MANAGER</b>	
GRADE: Grade J	
RESPONSIBLE TO: Head-Teacher	
STAFF MANAGED: Support staff e.g. administrator	
POST REF. NO: Burneston SBM (30 hours)	JOB FAMILY: 3
<b>JOB PURPOSE:</b>	<p>To provide support to the head-teacher and governors in the day to day management of the school budget, administration and school site(s)</p> <p>To provide support to the head-teacher in the day to day management of the school office and site</p> <p>To lead and manage some support staff and take a lead role in personnel matters</p> <p>Manages the contracts for the school eg catering, cleaning, caretaking, as delegated</p>
<b>JOB CONTEXT:</b>	<p>Works within the busy school environment in managing the administration, procurement, premises, personnel and finances of the school to ensure the smooth running of the school</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Management	<ul style="list-style-type: none"> <li>• To provide information analysis to support school planning and improvement</li> <li>• To review and assess school priorities for planning, preparing and forecasting school budget</li> <li>• To continually analyse information to ensure cost efficiency</li> <li>• To provide comprehensive management and support to headteacher for the effective development and control of the schools financial growth, income generation and contract coordination</li> <li>• Leads on development of administrative and financial systems in their area of responsibility</li> <li>• Responsible for submitting returns on time.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Establish good working relationships and communicate effectively with all staff, pupils, contractors and external partners</li> <li>• Responsibility for the effective communication with support staff</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• To be responsible for managing a small team of staff</li> </ul>

	<ul style="list-style-type: none"> <li>• Highlight additional training and supervision needs to build on your skills and knowledge</li> <li>• Communication and implementation of HR policies</li> <li>• Attend staff meetings and training days</li> <li>• Set clear targets and challenge underperformances where appropriate</li> <li>• To take delegated responsibility for the effective management of premises following appropriate discussions with Headteacher</li> <li>• To support the Headteacher in responsibility for the school site and buildings, their maintenance, development and efficient use, including lettings for income generation</li> <li>• To take delegated responsibility for financial decisions following appropriate discussions with Headteacher</li> <li>• To be responsible with the head-teacher for managing and monitoring the school budget</li> <li>• To advise the Head-teacher on budgetary matters</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Understand that different confidentiality procedures may apply in different contexts</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Monitors and contributes to the effective management of technologies and systems</li> <li>• Responsible for maintaining accurate records for the school</li> </ul>
Strategic Management	<ul style="list-style-type: none"> <li>• To investigate new streams for funding</li> <li>• To ensure that the school is fully prepared to meet and maintain the Financial Management Standards</li> <li>• Make the best possible use of resources through effective planning, considering all financial and other resource implications</li> <li>• Contribute to the development of policies for their areas of responsibility</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment</li> <li>• Take a lead role in health &amp; Safety management, ensuring effective risk management</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users</li> <li>• Develop own understanding of equality issues</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the</li> </ul>

	grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values</li> <li>• Understand your role and its limits, and the importance of providing care or support</li> </ul>
Date of Issue:	

## PERSON SPECIFICATION

### JOB TITLE: School Business Manager Grade J

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Detailed knowledge of financial management, including Diocese DFC, LCVAP funding</li> <li>• Knowledge of premises management, contract management and HR procedures</li> <li>• Knowledge of child protection procedures and a commitment to safeguarding pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of employment legislation</li> <li>• Knowledge of Health &amp; Safety legislation</li> <li>• Knowledge of procurement procedures</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of managing/supervising staff</li> <li>• Financial management experience</li> <li>• Administrative experience</li> <li>• Experience of data inputting systems</li> <li>• Experience of working within a Church school</li> </ul>	<ul style="list-style-type: none"> <li>• Contract management experience</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Good ICT skills</li> <li>• Ability to manage the school budget on both a strategic and day to day level</li> <li>• Ability to lead and motivate a team</li> <li>• Analytical skills</li> <li>• Negotiating skills</li> <li>• Report writing skills</li> <li>• Ability to make decisions</li> <li>• Attention to detail, neatness and accuracy</li> <li>• Good organisational and time management skills</li> <li>• Ability to work as part of a team</li> <li>• Flexible and committed</li> <li>• Confidentiality</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Certificate of School Business Management or equivalent business/administration qualification</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continual Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Strong team player</li> <li>• Calm under pressure</li> <li>• Ability to work under own initiative</li> <li>• Ability to juggle many small school plates</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.