



## JOB DESCRIPTION

### Business Manager

<b>JOB PURPOSE</b>	<p>The Business Manager will be an active member of the Senior Leadership Team with the responsibility for the management of school resources, to include income identification and generation, finance, the supply of external support services and premises, health &amp; safety of the school.</p> <p>Supporting the vision, aims and ethos of the school, the post holder will contribute to the management strategy in accordance with the School Improvement Plan, Ofsted Action Plan and other relevant action plans.</p>
<b>RESPONSIBLE TO:</b>	Headteacher
<b>WORKING HOURS:</b>	37 hours per week, 52 weeks per annum
<b>SALARY GRADE:</b>	M2

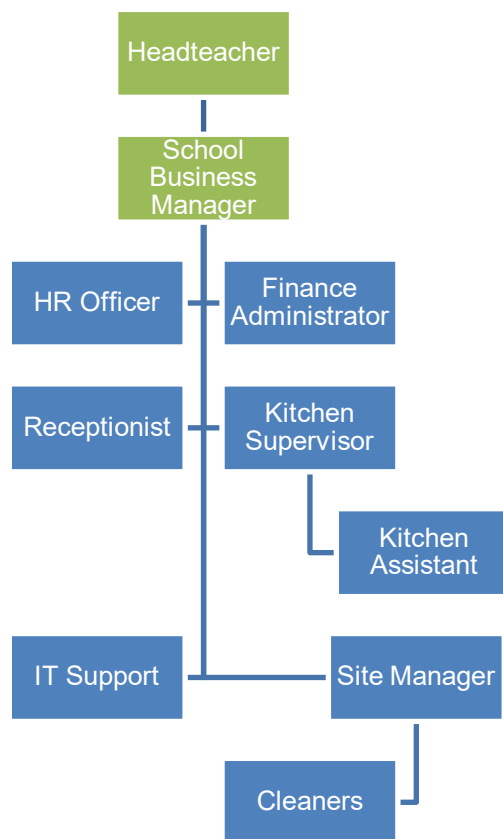
#### PRINCIPAL RESPONSIBILITIES:

- Determine, monitor and review appropriate support systems and structures (staffing and IT), to ensure the provision of ongoing effective management support for the smooth-running of the school, advising the Headteacher and the Management Committee as appropriate and comply with financial regulations, school Standing Orders, personnel procedures, service level agreements and the regulations and directives of Luton Borough Council.
- Manage the allocation of duties, the performance and development of school support staff with responsibility for financial accounting, payment of accounts, placing of orders, payroll notification, school buildings, security, cleaning, catering, computerised management information systems, reception, clerical and administrative support.
- Co-ordinate the compilations of an annual balanced financial budget for the school and a three year balanced budget plan.
- Provide varying scenario's based on forecasted pupil numbers / possible expansions / changes in legislation and funding streams, and school expenditure.
- Provide clear strategic approach in accordance with the School Improvement Plan, Ofsted Action Plan that clearly links back to the curriculum plan, which details raising standard attainment.
- Provide in-house financial training for the Management Committee and budget holders.
- Provide presentations at school INSET days detailing purchasing processes / best value advice / cost reduction ideas to encourage a whole school approach to maintaining a healthy balanced budget.
- Record and monitor income and expenditure presenting regular financial management reports and advice to the Headteacher, SLT and the Management Committee, identifying and budgetary difficulties in a timely, proactive way.



- Seek and make use of specialist financial expertise and cost saving / collaborative purchases with other schools.
- Attend finance meetings to keep up to date with LBC policies and financial regulations.
- Ensure items highlighted within LA Audit report are shared with the Management Committee and dealt with in a timely manner to remain compliant.
- Provide ongoing budgetary information, guidance and reports for internal budget holders/curriculum leads.
- Provide benchmarking data reports to enable stakeholders to compare and challenge anomalies in a transparent manner.
- Manage the co-ordination of compliant detailed asset register ensuring it is up to date at all times.
- Ensure finance software packages (HCSS Education Accounting & Budgeting) are up to date and fit for purpose enabling the school to produce accurate reports taking into account financial changes e.g. Teacher pay and conditions.
- Work with the Site Manager/Headteacher on projects and direct architects, contractors and other outside agencies on the design of new facilities, ensuring the facilities meet curriculum requirements, are forward looking, practical and affordable.
- Ensure all projects and developments meet statutory requirements including the Disability Discrimination Act (DDA).
- Write and submit tendering specification bids to develop the school building and facilities.
- Identify and develop opportunities to maximise external income for the school, including the preparation of bids for funding from external agencies, in liaison with the Senior Leadership Team and the Management Committee. Assist the Headteacher in the identification and selection of support service providers, which provide value for money for the School. Monitoring quality and service level agreements and identify any concerns to the Headteacher in a timely, pro-active way.
- Act as the schools Health and Safety Co-ordinator, liaising with LA H&S Department, Fire Officers, grounds maintenance staff etc.
- Determine, manage and plan for the most effective and efficient systems to ensure a safe and healthy environment for children, staff and visitors and to ensure compliance with all relevant legislation.
- Ensure systems are on place to enable the identification of hazards and risk assessments.
- Report to the Management Committee regarding Member H&S 'walk arounds' and ensure items are dealt with within a timely manner.
- Ensure all staff receive appropriate training and the Health and Safety policy statement is clearly communicated and available to all people.
- Ensure maximum level of security is consistent with the ethos of the school.
- Oversee the statutory obligations in collaboration with the SLT to ensure that they are being met for pupils with special educational needs, ensuring financial and supporting agencies are adequate.
- H&S based training that needs to be completed within a given time scale to encourage a whole school approach to safety in the workplace and ensure there are no gaps in the schools H&S compliance requirements at Local Authority and HSE Levels.
- Determine, manage and plan for the most effective and efficient systems and information and communication technology, their maintenance, renewal and updating, to ensure the smooth running of the school.
- Manage security of all information systems to ensure compliance with the Data Protection Act and Copyright and Broadcasting Legislation, responding appropriately to change requirements.
- Determine the systems for the completion of all pre-employment checks for new employees and Disclosure for volunteers, contractors and supply staff where appropriate, and monitor compliance.
- To undertake other reasonable duties in line with this job description as requested by the Headteacher.

## ORGANISATION CHART:



### DIMENSIONS:

**Supervisory Management:** HR Officer, Finance staff, Kitchen staff, Receptionist, IT Support staff, Site Manager and cleaners,

**Financial Resources:** Budget over £2 million

**Physical Effort:** The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided. The role will also involve, as necessary, dealing with violence and restraining students.

**IT Resources:** SIMS, CPOMS and other relevant IT software platforms.

**Physical Resources:** School buildings, external environment, office equipment, computers, computer systems and other equipment, Health and Safety equipment, First Aid Equipment.

**Other:** N/A

**Working Environment:** There could be a frequent requirement to deal with vomit and bodily fluids when students are unwell.

### CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. This postholder will have a leadership role, will sit on the school's Senior Leadership Team, and will make a significant contribution to the school's business planning activities, including in relation to the administration and co-ordination of the Ofsted inspections process. Ensure that policies, procedures and activities are revised and/or implemented.

### SAFEGUARDING

**ACE is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (previously CRB).**

The Jobholder will ensure that Luton Borough Council and PRU's policies are reflected in all aspects of their work, in particular those relating to:

- Safeguarding and Child Protection
- Equal Opportunities
- Health and Safety
- Data Protection Act (2018)

### **DISCLOSURE & BARRING SERVICE (DBS) AND DISCLOSURE OF CONVICTIONS:**

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

**It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates invited to interview will be required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).**

**The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are shortlisted.**

**Questions may be asked of anyone who has ever had a criminal history during the recruitment process.**

For posts working with children, young people or vulnerable adults, a Disclosure & Barring Service (DBS) check is requested. This check will be cross-referenced against the Adults and Children's Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

Offers of employment will be subject to the receipt of satisfactory checks, which will include a check with the Disclosure & Barring Service (DBS). Note, it is an offence to apply, offer or accept any work with children (paid or unpaid) if disqualified from working with children.

The information provided will be confidential and not passed onto unauthorised persons or organisations. However, we are under a duty to protect public funds, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### **EQUALITY, EQUALITY AND DIVERSITY AND INCLUSION**

The School is committed to equality and diversity for all members of society. The School will take action to discharge this responsibility, but many of the actions will rely on individual staff members embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the School's initiatives on Equality and Diversity, which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the School, with an all-inclusive approach that celebrates differences.

At the Avenue Centre for Education, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

## **CONFIDENTIALITY AND DATA PROTECTION**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example, a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

## **HEALTH AND SAFETY**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

# PERSON SPECIFICATION

## School Business Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Substantial experience of the management and supervision of employees performing similar work e.g. performing financial administration of budgets and personnel records using manual and computerised systems, facilities and premises.	1,2	Experience in the Education sector.	1,2
	Experience of the management and use of IT for financial and personnel practices, spreadsheets and databases.	1,2	Experience of working in a school environment.	1,2
<b>Specialist Knowledge</b>	Strong general business background including financial acumen.	1,2,5	Knowledge and experience of SIMS packages.	1,2
<b>Education and Training</b>	Qualification relevant to the job, or good evidence of equivalent experience and training gained in the work place.	1,2, 4		
	A recognised management qualification (e.g. CSBM, DSBM, DMS, MBA, CIPD, CIMA).	4		
<b>Competencies</b>	Able to form appropriate relationships with young people.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2		

Attributes	Essential	How Measured	Desirable	How Measured
<b>Skills/Abilities</b>	<p>Strong financial and analytical skills.</p> <p>Literacy skills to be able to draft reports, and understand complex written guidance.</p> <p>Able to communicate effectively with parents, students, governors, the LEA, external agencies and colleagues.</p> <p>Presentation skills.</p> <p>Ability to work with minimal supervision and direction.</p> <p>Ability to adjust to constantly changing work demands and to meet competing deadlines.</p> <p>Ability to develop the skills of others within a structured framework.</p> <p>Ability to work as part of a multi-disciplinary team. Sound ICT skills.</p> <p>Ability to manage the performance of others.</p> <p>Ability to act on own initiative.</p> <p>Ability to make effective decisions.</p> <p>Consultation and negotiations skills.</p>	<p>1,2,5</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
<b>Equality Issues</b>	<p>Able to recognise discrimination and take action within the policies and procedures of the school and the funding agency.</p> <p>Possess an understanding and / or experience of cultural and religious issues, which may affect upon childcare and education.</p>	<p>1,2</p> <p>1,2</p>		

Attributes	Essential	How Measured	Desirable	How Measured
<b>Personal Qualities</b>	Ability to reflect upon skills, knowledge and practice to develop them	1,2		
	Ability to inspire confidence and trust in others	1,2		
	Ability to influence others' practice positively	1,2		
	Ability to work effectively as a member of a team	1,2		
	Interest in research based learning and development	1,2		
	Ability to work under pressure, prioritise effectively and meet deadlines consistently	1,2		
	A commitment to securing the best possible outcomes for all students and promoting the ethos and values of the school to all stakeholders	1,2		
	Commitment to maintaining confidentiality at all times	1,2		
	Commitment to safeguarding and equality	1,2		
Pro-active, enthusiastic, resilient and positive with an open-mind to change	1,2			
<b>Other Requirements</b>	Willing to undertake training and development activities.	1,2		
	Able to work flexibly to meet the needs of the schools (This will include some evening meetings, a maximum of 13 per year).	1,2		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

The Avenue for Education Centre will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

CVs will not be accepted for any posts based in the Avenue for Education Centre.