



JOB INFORMATION PACK

SCHOOL BUSINESS MANAGER



Dear Prospective Applicant

Thank you for your interest in the post of School Business Manager at Bromham CofE Primary School. We strongly encourage visits from all prospective candidates.

The main purpose of your role will be to work as a member of the Senior Leadership Team providing strategic support to the Headteacher, Senior Team and the Governing Body to ensure the school meets its educational objectives. You will take specific responsibility for school finance, HR, Health & Safety and site management.

Within this pack, you will find the person specification and job description and there is lots more information about the school on the school website.

If you are excited at the prospect of working at Bromham and share our passion for raising the standard of education then please come to visit and see for yourself why BPS is such a fantastic place to be. Please contact the school office on 01234 822784 or email: office@bromhamprimary.co.uk to arrange a tour of the school with the Headteacher.





OUR CORE VALUES



We will have **courage** and invest in the development of our curriculum, teaching and wider provision to ensure these improvements are realised.



We are committed to continually improving the education across the school with the highest of expectations and **ambition** for our community.



We will give the children the **opportunity** to learn, grow, make friends in a happy, inclusive and holistic environment.

OUR SCHOOL & COMMUNITY

Bromham CofE Primary School enjoys a good local reputation and is proud to serve the children of the village of Bromham with some children attending from surrounding areas.

We have a well-qualified and dedicated team of staff, friendly and positive children, parents and a wider community who are incredibly supportive of the school.

Bromham School works towards achieving great outcomes for every child and we believe in the very highest standards of teaching, behaviour and pastoral care.

The successful applicant will provide both the support and challenge to ensure that every child develops the ambition, self-esteem and love of learning to realise their potential.

OUR CHRISTIAN VISION

Our vision is to provide a safe, nurturing and stimulating environment rooted in Christian values. In partnership with the wider community, we strive to enable everyone in our school to build strong foundations for the future, seize opportunities with confidence and have high aspirations, recognising the unique potential of every child to flourish in God's love.





JOB DETAILS

JOB ROLE: Administration, HR, Data and Finance

WORKING PATTERN: 37 hours per week term time and an additional week.

SALARY: Grade 9—£35,745/dependent on right candidate

ACCOUNTABLE TO: Headteacher

CLOSING DATE: Thursday 4th July

INTERVIEWING: w/b 8th July



PERSON SPECIFICATION

Essential Education and Qualifications

- GCSE pass grades in English & Maths
- A relevant qualification in Business, Finance or HR
- Previous employment as a School Business Manager (Desirable)

Essential key skills, abilities, knowledge, experience, values and behaviours

- Ability to develop and maintain efficient administrative systems
- Ability to analyse and interpret complex information, resolve problems and make recommendations
- Negotiation skills
- Ability to communicate with a wide range of audiences.
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to work independently using own initiative, prioritise and manage own workload to meet deadlines.
- Ability to provide appropriate professional challenge
- Ability to support change management processes
- Budget management accounting and financial reporting procedures.
- Developed knowledge of a range of computer applications including Microsoft Excel, Microsoft Word and use of databases for maintaining and extracting data.
- Experience of financial planning, budget monitoring, account reconciliation and financial reporting.
- Experience of undertaking a range of administrative duties and office management.
- Experience of managing a team staff, and use of HR procedures to support confidential and sensitive matters
- Managing projects
- Organised and Adaptable
- Innovative
- Personable
- Commitment to personal development and willingness to undertake training

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Hold or working towards QCF level 4 or above Diploma in School Business Management and/or a Certificate in AAT
- Knowledge of Schools Information Management System (SIMs).
- Sound knowledge of the financial workings of a school, procedures and risk assessments relevant to a school environment
- Contract management, procurement and supply procedure
- Knowledge of Health and Safety legislation
- Knowledge of HR legislation



JOB DESCRIPTION

Purpose of the Role:

Responsible for all aspects of Financial Reporting, and Accounting, Facilities Management and managing the school's business support functions.

Finance

- Responsible for financial planning of school budget, monitoring and reconciliation of budgets, preparation and reporting of financial returns and accounts to ensure the school operates within budgetary constraints and in accordance with regulatory requirements and timescales.

HR

- Responsible for ensuring recruitment and staffing matters are managed in accordance with regulatory and Bedford Borough HR policy requirements.
- Responsible for maintaining the single central record for all staff, volunteers and governors.
- Provide guidance on HR matters, including local application of legal or policy changes.
- Full line management of a team of office staff.

Property

- Responsible for the facilities management of the school to ensure the school buildings are maintained and operated in accordance with emergency procedures and Health and Safety requirements.
- Responsible for overseeing the day to day operational management of the ICT infrastructure.

Procurement

- Responsible for contract management for the school, including procurement and contract monitoring against Key Performance Indicators.

Communication

- Responsible for the delivery of the administrative support function within the school, ensuring pupil records are maintained, and management information, school records and publications are produced within required timescales and compliant with data protection legislation.
- Review relevant model policies that the school is adopting, adapting the policies to make them specific to the needs of the school.
- Ensure all external communications are in line with local communication standards and reflect the ethos of the school.



ADDENDUMS

| The following addendums apply | Yes or No |
|--|-----------|
| Full line management responsibility for a group of staff working across a range of | Yes |
| Complete IOSH training and responsible for undertaking risk assessments e.g. Fire regulations, Health and Safety regulations. | Yes |
| Responsible for setting up and maintaining a lettings process in accordance with policy and legal requirements. Ensure letting policy is followed, letting agreements/ contracts are completed, health and safety checks are completed, ensure payment is received. | Yes |
| Responsible for marketing the school, for example responsible for external communications relating to promotion of the school or selling services e.g. breakfast club, room letting, open days. | Yes |
| Lead the management of data protection procedures in the school and ensure that staff have access to appropriate guidance and training. Manage key data protection documentation, including the Register of Processing Activities, Data Asset Register, Privacy Notices etc and ensure that they are regularly independently audited. Support the DPO respond to FOI requests and subject access requests by ensuring requested information is provide to the DPO in a timely manner. Report data breaches to the DPO and assist them in subsequent investigations and post breach improvement strategies. | Yes |
| Be a member of the leadership team, contributing to decision making about the school strategy, taking responsibility for delivering specified initiatives and discreet areas of work to support the development and implementation of the school strategy. | Yes |



ADDENDUMS

Finance and Line Management Values

Details

| | |
|--|--------------------------------|
| Manage budget (make decisions about spend & authority to commit spend) | £2.1 million per annum, approx |
| Monitor budget | Yes |
| Number of staff line managed (headcount) | 7 |

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for.

This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function

Applicable to Role

| | |
|---|-----|
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving and Handling Operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift/night work | No |
| Working with hazardous substances | No |
| Food Handling | Yes |
| Exposure to blood/bodily fluids | Yes |

