SCHOOL BUSINESS MANAGER
INFORMATION AND GUIDANCE

Date of Guidance: November 2010

Schools Team
Corporate Resources Directorate

If you require further help in the interpretation of this guidance you can contact the Schools Personnel Helpline at schoolspersonnelhelpline@devon.gov.uk or telephone 01392 384567
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1. **Introduction and Background**

This guidance and information has been produced following a job evaluation exercise on School Business Manager positions in schools with Devon County Council.

The framework is specifically designed to promote equality across Devon and to assist schools in deploying Business Managers at the appropriate levels of responsibility and at appropriate levels of pay. The commitment of support staff to schools is a key factor in achieving success and this commitment should be matched by a grading scheme which covers all aspects of career development. This will assist schools to recruit, retain and develop a skilled and committed workforce.

The framework is comprehensive and covers all of the relevant activities undertaken by School Business Managers in a school setting. For this reason it is recommended that schools Governing Body adopt the model job descriptions (Appendix 1 to 5).

2. **The Scheme in General**

There are five job descriptions included in the scheme. These roles vary, according to the skills, experience and responsibility expected of the job holder and a scheme overview can be found in Appendix 5.

The scheme is designed to encourage a structured approach to job and career development and to clarify the increasing levels of responsibility and autonomy that staff can expect to take on at different levels of the model. Job descriptions and person specifications included in **Appendices 1 to 5** are fully detailed below.

Each role is distinctly different. Any attempt to mix duties across skill levels will inevitably have an affect of levels of responsibility and the grading and pay will have to be reassessed by the job evaluation team.

3. **Other Areas for Consideration**

**Line Management**

Line management is distinct from direction and supervision by a qualified teacher for activities relating to teaching and learning. Whilst a member of support staff may be supervised and directed by several qualified teachers for work related to teaching and learning activities, they should only have one line manager. It should not automatically follow that because qualified teachers direct and supervise one area of support work they are required to undertake line management of support staff.
The Line manager who co-ordinate the work of a support staff member should undertake his/her appraisal. The line manager would take into account feedback from relevant teachers on work performance and progress, to inform the appraisal process.

Devon County Council’s School Support Staff Appraisal Scheme can be found via the following link:
http://staff.devon.gov.uk/cr/er/gap/schoolspersonnel/schoolsmanageperformance/schoolssupportstaffappraisal.htm
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>School Administration Manager updated 4.8.10</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>NAME Primary School</td>
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<tr>
<td>Reporting to</td>
<td>Head teacher</td>
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<tr>
<td>Post Number</td>
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<tr>
<td>Directorate/Section</td>
<td></td>
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<tr>
<td>Effective date of JD</td>
<td>JE Job Number 388</td>
</tr>
</tbody>
</table>

GLPC element of the Job Description in relation to the duties of the job:

Job Purpose including main duties and responsibilities:

Plan and deliver a comprehensive administration service and provide recommendations, advice and support to the school leadership team and governing body, across or within specialist areas.

Main duties and responsibilities:

- Support the Headteacher in his/her non-teaching responsibilities related to Primary school leadership, administration and management.
- Ensure the effective deployment of a local budget, provide support services, and participate in the development of the school management and development plan.
- Possible day to day responsibility for operation of the school kitchen and production of daily menus that fully meet and comply with national guidelines on nutritional standards.
- Utilise experience to help solve problems that arise, usually by the identification and selection of solutions from a range of diversified established procedures and standards.
- Completion of all statutory and non-statutory returns in accordance with strict deadlines.
- Provide a broad authoritative knowledge and extensive practical experience of similar finance and/or office administration background, using this experience to influence decisions and communicate effectively to the school leadership team and governing body.
- Support the Headteacher in the administration of Learning Community accounts.
- Issue all Personnel Contracts of Employment and take overall responsibility for providing recommendations/guidance on a range of HR issues, such as managing absence, capability, annual leave, working conditions.
- Key holder for school site.
Supervision and Management:

Full supervision of up to five people, i.e. catering assistants, grounds staff, school administrative assistant. This includes carrying out termly appraisals, staff development, training and all other supervisory responsibilities.

Possible indirect supervision of ten meal time assistants including allocation of work, coaching, mentoring and arranging cover in the case of sickness and absence.

Creativity and Innovation:

The postholder has scope for creativity in the way that work standards are achieved and how procedures are applied. Possible examples are as follows:

Design, review and implement school policies covering procedures across a wide range of areas including Personnel, Health & Safety, Administration, Catering, Site Management tailored to the needs of the school.

To review the need to increase the school meal numbers, promote the school meal menu. The postholder could achieve this through the design and implementation of various marketing strategies and incentives such as topic days and taster sessions.

To be responsible for designing, implementing and maintaining a number of administrative and financial systems and procedures, such as a system for recording and monitoring monthly budget projections and a process relating to the manual and computerised personnel administration system, that includes the custody and security of all personal records.

Links with other officers, Service users or Members of the Public:

The postholder will be expected to have daily contact with a wide range of mixed groups at all levels, both within and outside the school. The postholder is expected to act in an advisory capacity on a continuous basis.

Regular contact is made with the Headteacher and senior teaching staff over a number of issues concerning operational matters within the school. This is primarily around the supply or gathering of information and can include providing recommendations or support on issues concerning policy, procedure, allocation of resources, staffing.

In the case of the Senior Management Team, the postholder is required to prepare reports together with recommendations, and put together costings/guidance which will have a medium to long term effect on the future overall operation of the school.
Frequent contact with staff across a variety of contacts at County within the Finance, CYPS and Personnel Directorates. Contact can be relating to the submission of statutory, non-statutory and statistical returns, future admission of pupils, Payroll, Mutual Absence Fund (claim for compensation for teachers absent due to ill health), Insurance, Grounds Maintenance. All contact is key in securing an effective, safe and productive learning environment within the school.

Regular and daily contact with Parents regarding their children over straightforward issues such as arranging appointments with teaching staff, or payment of school trip and lunch money, leading onto possibly dealing with unauthorised absence or the administration of medication.

The postholder may have to get guidance on sourcing support available when facing personal difficulties with child issues.

Daily contact with pupils over payment of fees, arranging for unwell children to be returned home and their collection by a parent are all regular occurrences throughout the school week.

Contact with external providers regarding procurement and organisation of training of staff and organisation and authorisation of minor repairs. Organisation of workmen on school site. Arrange and oversee volunteers working on site on specific projects such as site clearance, decoration.

Frequency is as required, likely to be daily for most of these categories. The potential outcome of contacts can be significant both financially and in terms of the wellbeing of the clients and the overall operation of the school.

**Levels of Responsibility:**

The postholder is expected to work autonomously and will need to interpret policies and procedures and decide upon any action to be taken.

Have a high degree of independence and be responsible for taking decisions in situations where school policies and DCC guidelines, policies and statutory regulations provide only a general guideline

The postholder will need to take overall responsibility for the school administration and finance functions, and for all Health and Safety matters across the school site. This will include maintaining records and effecting change when and as required. Freedom to act on own initiative in specific areas as highlighted.

Ability to advise, guide or make full recommendations accordingly on complex programme/development issues affecting both the day to day operation of the school and in other areas, specifically concerned with long term planning, finance and allocation of resources. Able to make decisions on the correct application of internal policies, procedures, guidance and best practice. Full responsibility for application of correct Personnel and Employment Regulations
and Policies regarding setting of terms and conditions of employment and issue of contractual documentation.

The postholder is expected to use their discretion in responding to requests from customers and apply due regard to the Data Protection and Freedom of Information Acts.

Responsible for the design, implementation and review of effective and efficient administrative systems and procedures and for preparation of School Policies together with recommendations and interpretation to the School Governing Body.

**Effects of Decisions:**

Decisions taken by the postholder have a material effect on the operation of the school, staff, pupils and parents. Results of decisions made will lead to the most effective and efficient use of resources whilst creating a safe and effective learning environment.

In the absence of the Headteacher and other Senior Teaching staff, responsibility for the site and smooth running of the school becomes the responsibility of the postholder. Before the daily opening of the school, an on-site check is carried out by the postholder in order to identify any health and safety issues. It is the responsibility of the postholder to take appropriate decisions to rectify any failings and in extreme cases recommend closure of parts of the site.

A key area of responsibility could be the effective management of the school kitchen and the addressing of any associated problems. This could lead to the need for contingency planning so as to be able to source school meals from an alternative source when the kitchen cannot be used (i.e. result of a possible gas leak).

Financial and other decisions which the postholder is expected to make have a major impact on the school, the public and the customer.

**Resources:**

Maintain and ensure the security of databases regarding the recruitment and development records of staff and pupils

The handling and receipt of cash in the form of dinner monies, school fund, school trips etc. The postholder is responsible for the receipting and banking all such monies. Responsibility for £1,000 Petty Cash Account.

One of a number of designated Key Holders for School Site.
Work Demands:

The post is based in an extremely busy front line office that is subject to constant interruption. It is critical that the postholder can prioritise their work effectively and there will be a need to schedule the more complex reports, policies and financial projection work during the quieter periods (normally at the start or end of the day).

In addition to the constant interruptions during school time, there is also a need to recognise and adhere to numerous and significant deadlines. There is an expectation that reports and returns will be delivered on time both to internal and external stakeholders.

Examples of such deadlines could include: -

- Monthly reconciliation of school data and year end updates
- Close down of accounts
- Annual budget setting
- Ad hoc and regular reports required for scheduled School Leadership and School Governors meetings
- Ensure staffing cover in place by 8.50am daily
- School admissions
- Daily attendance reports
- Administering of medication, dealing with sick children
- School workforce census
- School Education fund submission
- Free school meal notification
- Under 5’s headcount
- Monthly upload of supply teacher pay details
- Payment of invoices
- Issue of employment contracts
- Submission of Mutual Fund Claim within prescribed time limit
- Monthly petty cash reconciliation and submission of return

Requests for information are constant and will need to be prioritised.

Some deadlines and timescales are fixed corporately, therefore interruptions are frequent. Due to the nature of the work, it is not always possible to negotiate a specified time. This leads to the postholder having to respond to competing pressures.

Physical Demands:

This post is performed within an office environment. Occasional lifting of boxes is required.
Working Conditions:

General office environment. Well lit and well ventilated conditions. Extremely busy office with continuous interruptions without privacy. Limited outside work when checking site for Health & Safety issues.

Work Context:

Normal office environment. Regular contact with parents, some face to face on a one to one basis where the postholder can be confronted with an aggressive/stressful/confrontational situation.

Regular contact with staff, children and parents both individually and in groups which can be extremely challenging.

Knowledge and Skills:

The postholder would be expected to hold BTEC (NVQ4) or equivalent supervisory certificates and be highly proficient in both verbal and written communication, financial accounting and proficient in the use of ICT.

Input into the School Development Plan with responsibility in specific areas for production of reports and supporting information, together with conclusions and appropriate recommendations will be required. The preparation of business plans and full costings will need to be frequently undertaken, taking fully into account the requirement to attain best value for a number of projects and initiatives at the school, within a specific budget.

To provide a statutory school meal menu on a daily basis that conforms fully and ensure the nutritional standards set out by the government school food standards agency are met.

In addition to competency in general site management, there may also be a need for Project Management across a range of activities and compliance of Health and Safety standards across a range of activities.

The postholder must have the ability to use their highly developed and specialist skills to confront and embrace problems in a number of distinct areas and review and update, where applicable, including:

- Recruitment
- Change Management
- Succession Planning
- Training
- Issues impacting and effecting the wider area of education within Primary & Nursery Schools

There are a significant number of policies and legislative documents impacting on the work of the postholder and the operation of the School. Dependant on the relevancy, the knowledge of the postholder will range from possessing a basic understanding, to that of a full and detailed understanding of the following:
• Every Child Matters
• The Children’s Act
• Child Protection
• Health and Safety
• Employment Protection Rights Act
• Data Protection Act
• Freedom of Information Act

Structure chart (example):

```
Headteacher
  └── SMT team
      ├── LSA’s
      └── Teachers
  └── School administrator
      ├── MTA
      ├── Grounds Staff
      └── Catering
```

Signatures:

Job Description agreed by:

Line/Originating Manager: ____________________________ Date: __________

Job Holder: ____________________________ Date: __________

Head teacher: ____________________________ Date: __________
### PERSON SPECIFICATION

Person specification:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
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</table>
| **Management** | ° Ability to manage all aspects of a team from recruitment to resource allocation  
  ° Excellent task management skills both for self and others – ability to meet tight externally and internally set deadlines |           | ° references |
| **Experience** | ° Substantial administrative skills within an educational background  
  ° Significant experience of preparing budgets, budget monitoring information and final accounts  
  ° Experience of working in a financial capacity in a large organisation | ° Previous work in Primary schools | ° references |
| **Practical Skills** | ° Good organisation and an ability to prioritise  
  ° Ability to co-ordinate budget preparation, budget monitoring and final accounts  
  ° High level of IT skills |           | ° interview |
| **Communication** | ° Effective written and oral communication  
  ° Ability to explain financial concepts to non-financial managers  
  ° Good negotiation skills and powers of persuasion  
  ° Ability to communicate effectively, orally and in writing, with people at all levels | ° Experience with challenging and vulnerable clientele | ° interview |
| **Personal Qualities** | ° Able to work under pressure in a busy environment  
  ° Ability to deliver work with clearly defined deadlines  
  ° Ability to work effectively with others |           | ° interview |
| **Strategic Thinking** | ° Problem solver, strategic thinker and planner  
  ° Ability to provide strategic financial advice to other Senior Management | ° Detailed knowledge and full familiarisation of school policies and procedures | ° references |
<table>
<thead>
<tr>
<th>Technology / IT Skills</th>
<th>° Highly efficient in using Microsoft 2007, Excel, FMS and Sims and Devon intranet, problem solver, strategic thinker and planner</th>
<th>° Work with Catering and Nutritional analysis packages</th>
<th>° references</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Training</td>
<td>° BTEC General Business (equivalent to NVQ 4) ° Various O and A Levels ° RSA 1 and 2, Caught in the Act, Training Learning Mentor, First Aid, Supervisory Food Safety in Catering Level 3, Child Protection. Health &amp; Safety certificate</td>
<td>° Yes</td>
<td>° references</td>
</tr>
<tr>
<td>Equal Opportunities</td>
<td>° Devon County Council and it’s staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</td>
<td>°</td>
<td>° references</td>
</tr>
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<td>Effective date of JD</td>
<td>JE Job Number 1384</td>
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GLPC element of the Job Description in relation to the duties of the job:

**Job Purpose including main duties and responsibilities:**

The postholder is a member of the Senior Leadership Team with responsibility for the provision and management of a comprehensive administrative support service, to include Finance, Catering, Cleaning and Personnel Services.

Main duties and responsibilities:

**Strategic**

- The postholder will support the Headteacher and Governors in the management of a comprehensive administrative support service to the school in line with Governing Body policies.

In liaison with the Headteacher, the postholder will:-

- monitor the development and implementation of quality procedures and systems throughout the school.
- In terms of administrative matters, to ensure that the school’s needs are met and public relations image is enhanced.
- Contribute to the school development plan where appropriate.
- To be responsible to the Head and be a member of the Leadership Team, advising on, and contributing to, discussions on all areas of school improvement.
- To be responsible for strategic planning, including all financial implications. Ensuring that the school makes the best possible use of resources available.
- To promote a customer service ethos and maximise support available to the school.
- Manage a range of activities within various areas of the school including Finance, Catering, Cleaning, Personnel Management and Administration.
**Finance**

- To advise the Headteachers and Governors on financial policy, and to prepare appraisals, costings and business plans for particular projects and the future development of the school.

- To prepare the draft annual revenue budget for approval of the Headteacher and Governing body showing all income and expenditure. To obtain agreement of budgets and to monitor accounts against budgets. To maintain relevant records for additional funds e.g. Formula Capital, Extended Schools, Travel Plan and advise on allocations, spending and commitments. To prepare regular management accounts for budget holders and to report on the financial state of the school to Governors.

- To use financial information, particularly benchmarking tools, to identify areas of relative spend. To assess trends and practice ‘Best Value’ across all expenditure, directly advising the Headteacher.

- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting regular reviews.

- To monitor all accounting procedures and resolve problems including those on:
  - The ordering, processing and payment of all goods and services provided to the school.
  - The operation of the school bank account, ensuring that a full reconciliation is undertaken once per month.

- Manage the organisation, charging, and revenue collection for any lettings activities on the school premises. To accept lettings within the relevant policy determined by the Governors.

- Manage the financial procedures for school trips and residential trips, ensuring that appropriate costing sheets are completed along with Vat recovery and risk assessment forms.

- To collect, reconcile and record all school income, including school meals. Correctly receipt according to procedures.

- To prepare the year-end accounts in line with LEA procedures and liaise with auditors where necessary.

- To provide detailed management accounts to Headteacher and Governors according to an agreed schedule, reporting immediately any exceptional problems.

- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
• To be responsible for seeking advice on insurance and advising the Governors on appropriate arrangements. Implementing the approved insurances and handling any claims that may arise.

• To complete all necessary returns as required including those from the LA, DCSF, government agencies and others - as required within the timescale given.

Personnel Management

• To have an overview of all personnel matters including staff contracts prior to issue.

• To give advice to Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel issues affecting costs.

• To maintain confidential staff records and to ensure that staff records held by others in the school are kept confidential.

• To ensure that the personnel database within school is accurate, and to check actual salaries against ‘committed’ on a monthly basis to ensure correct payments are being made to staff. To investigate and deal with any discrepancies. To clear outstanding commitments from the system on a monthly basis to ensure adequate financial reporting.

• Authorising forms relating to personnel details e.g. ‘additional hours’ claims, supply and other timesheets, before they are submitted for action to the LEA. Ensuring employees are paid correctly and on time. Reconciling claims at month end.

• To authorise and arrange supply cover.

• Manage staff appointments, induction and training.

• Line management of Teaching Assistants and Mealtime Assistants, including appraisals.

• To provide leadership and guidance within the admin team. To train new starters in all areas of the admin of the school. To ensure the smooth running of the administrative team and be responsible for the work standards of staff.

• To identify appropriate training courses for the admin team and advise the relevant staff.

• To liaise with the School Professional Development Coordinator and maintain an excel spreadsheet that records all identified training and charge against the relevant budget. To advise on the training budget.

Estate Management including caretaking and cleaning
• Line management of staff, including appraisals and the day to day monitoring of work.
• To liaise with the Headteacher, caretaker and Governors with regard to the maintenance of the school site and buildings, and the efficient operation of all facilities on the property.
• Designated member of staff for Health and Safety
• To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
• To discuss with the caretaker and Headteacher all matters relating to fire risk assessment and fire procedures.
• To be responsible for the letting of the school premises in line with school policies to outside organisations.
• To liaise with other departments e.g. NPS and Capital Strategy to maintain the Asset management plan and to report cases of suspected building defects.
• To meet regularly with the caretaker to discuss all premises issues, and to deal with matters arising from those meetings as appropriate.
• Agree a programme for cleaning and minor repairs by the caretaker during holiday periods.
• Agree a long term strategic plan of premises issues with the caretaker.
• Ensure that all Formula Capital projects meet the relevant DFS criteria for spending.
• To authorise minor repairs within the guidelines of the finance policy.
• To prioritise and agree with the Headteacher, and Governors where appropriate, all issues relating to non minor building improvements/repairs.
• To liaise with contractors, working within financial regulations and overseeing all building projects to their satisfactory conclusion.
• Maintain the asbestos register, ensuring all contractors to the school are aware of its contents.
• Ensure that checks are carried out on a regular basis for PAT testing and legionella.

Catering

o Line management of staff, including appraisals.

o Write and continue to implement the business plan for the catering centre of the school, to include:

o Maintain a strategic overview of the catering unit

o Monitor the cost of providing meals, including provisions, energy and staffing, to establish the continued viability of the unit. These costings form the basis on which to set meal prices.
o Ensure that the Kitchen Manager keeps to a food budget. Check all invoices for correct prices and review contracts with suppliers periodically.

o Ensure that staff undertake relevant training.

o Liaise with Client support to ensure that menus set are balanced and nutritious.

o Ensure that all school meal money is collected and banked by the clerical assistant and debts are chased on a regular basis.

o Determine staffing levels based on number of meals provided.

o Ensure that the quality of the meals provided is maintained and meets minimum standards

Administration

• Line management of staff, including appraisals.

• Responsible for the efficient and effective running of the school administrative support services including:
  o Manage the administrative function including administrative ICT facilities, records and telephones.
  o To be responsible for the systems and general management of the schools administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration, accounting and record system.
  o To ensure that all upgrades are installed and completed satisfactorily.

• To deal with admissions to the school, liaising with parents and the DCC Admissions Team.

• Responsibility for the completion of the School Census.

• Development of school publications and communications e.g. prospectus, newsletter, staff handbook.

Supervision and Management:

• Full management responsibility, including appraisals, for up to 15 staff including Admin/Clerical, Mealtime Assistants, Teaching Assistants, Caretaking and Cleaning staff, Kitchen staff and Technical staff.

Creativity and Innovation:

• Member of Senior Leadership Team
• Making decisions in relation to the school site during timetabled and scheduled commitments of the Head and other Senior Teaching staff, averaging one day per week during term time.
• Devising School Business Plan including recommendations.
• Preparation of the School Budget (three year plan) - prepare and present to Governors with recommendations and costings - cost different options with a view to establishing services or re-allocation and maximisation of resources.
• Devise and develop systems to cope with changes in policies, administration and financial implications (budgetary affects on staff contracts).
• Source and negotiate with suppliers for Best Value for provisions and equipment.
• Perform tendering process for Capital projects, evaluate submissions and make recommendations to Governors.
• New building project – key player in negotiations, risk assessment, finance, letting management and marketing. Community liaison and public relations.
• Negotiate annual property management contract with supplier and hold evaluation meetings on a regular basis.
• Negotiate contract for photocopier.
• Induction for staff, organise staff training, staff timetabling, appraisals, pay progression, notification of threshold dates for teaching staff, ensuring staff vacancies are advertised at correct pay rate.
• Ensure IT upgrades are made and inform staff of software changes and initiate training, as required.
• Devise and implement a solution to track and maximise attendance of Traveller children in the form of a “texting” system, and be the first point of contact while they are away, and then when they return to start the reintegration process.
• Track absence amongst certain groups of children and meet with parents to encourage attendance. Report and meet regularly with Education Welfare Officer.
• Re-design school meal payment and reconciliation system to ensure no debt at any time.
• Act as Outdoor Education Coordinator responsible for trip management, risk assessment, feasibility, costing and evaluation.
• Ongoing negotiations with DDS and ‘Healthy Schools’ to ensure delivery of sound nutritional standards. Development of Lunchbox Policy.

Links with other officers, Service users or Members of the Public:

• Liaise with SCOMIS over software and admin PCs, to ensure all software and upgrades are installed and PCs are adequate for purpose.
• Deal with disagreements between staff and try to resolve the issues by being sensitive and negotiate an amicable outcome. Outcomes could affect the work within a class, the kitchen or other area of the school.
• Negotiate with suppliers for provisions and equipment.
• Negotiate with DCC regarding cleaning contract .
• Negotiate with property maintenance provider .
• Negotiate with architects, NPS and DCC ref new school building.
• Negotiate contract for photocopiers for both the main school site and the new building, and ensure they are upgraded when necessary and fit for purpose.

• Arrange with contractors for site maintenance out of normal school hours.

• Liaise with DCC over leasing of areas of school premises to outside agencies.

• Main contact with external provider of after school club to ensure smooth running of agreement (ensure any grievances on either side are dealt with promptly), as well as providing financial support recommendations and support to ensure self-financing.

• Work in a parent liaison capacity as the nominated person for Domestic Violence and Abuse enabling postholder to signpost parents to the appropriate help.

• Relationship building and understanding of our families with varying religions, to ensure no discrimination takes place. Working on the timetable to ensure minimum impact on the children.

Levels of Responsibility:

• Sole responsibility for upgrading/purchasing PCs.

• Assessing situations and devising a way forward when care and planning is required to avert an undesirable outcome; there is some authority to decide what services are provided.

• Responsibility for procurement of goods and services.
• Sole responsibility for purchases of goods and services up to £1500. Making recommendations to Headteacher and Governors on procurement above this amount.

There is freedom to act in a large area of the work, for which the Postholder holds responsibility, without the need to seek ratification or advice. Active decision making and negotiation is required to ensure smooth and effective service provision.

Review the admin systems and use organisational strategies to reorganise allocation of duties when it is necessary to do so.

Ensure software is updated when required, and all staff are informed of any changes in software. Ensure training is undertaken by those who will use any new software.

Review staffing levels and make recommendations regarding appointments, taking into account financial planning and capacity projections.
Authority to close school or parts of site should circumstances dictate (caretaker only on site during opening and closing hours, hence overall responsibility for site and all associated issues).

Operation of efficient and smooth running of school to achieve an effective learning environment. As previously mentioned, make recommendations for provision of goods, contract negotiation, and evaluation of historic events and decisions.

Overall responsibility (named person) for the delivery of outdoor education across the school.

Effects of Decisions:

Decisions made are significant and will affect the operation of the school and will affect staff, children and parents. Decisions could include review of systems, may change the way in which people work or the way in which a service is delivered or what services are provided.

These decisions could affect individuals internally or externally. Decisions are aimed at improving existing systems. It is important to implement appropriate and efficient deployment of staff in admin, educational support and catering staff. When distributing duties, best financial value, efficiency and staff welfare must all be taken into account.

Resources:

Accountable for the accurate handling/security of cash and cheques.

Petty cash account of £150:- Will hold a school debit card for petty cash account (the Headteacher holds the only other card).

Registered key holder, no: 2 on call out rota after the Caretaker and a contact out of normal hours. Telephone contact for staff/others to report water leaks etc out of normal hours. Liaise with cleaners out of normal hours.

Responsible for lettings.

Responsible for administration system, server (network) access and security. Software installation/maintenance. Manipulation and presentation of data including finance, personnel, student records, administration documents (not assessment).

Plant and equipment - As the designated member of staff for Health and Safety:- responsible for making sure the maintenance tools and equipment e.g. ladders, are kept safe and are annually risk assessed and monitored for condition to ensure the operators’ safety and security.
Work Demands:

- A requirement to manage several ongoing tasks at the same time, whilst dealing with interruptions caused by personnel queries and last minute supply cover for changing events and circumstances. Requires a flexible approach in order to maintain admin, catering and curriculum activities.
- Planning workload and tasks, both personal and across the support team in response to changes, both short and long term.
- Daily programme is frequently subject to change, due to unscheduled and unforeseen events.
- The work programmes is subject to constant change, and this is an ongoing feature of the work with often considerable upheaval on work patterns, at least on a daily basis.
- Deadlines are often imposed by a particular set of data/information required for official purposes e.g. School Census, Budget monitoring return, payment deadlines, personnel forms.
- Supply cover needs to be in place by 8.50 am.
- Reports to Governors in time for distribution prior to meetings.
- Accountable for time management to set own and admin team deadlines.
- Deadlines for Health and Safety audits, and completion of repair works and maintenance.

Physical Demands:

- Physical effort will include sitting and standing during normal office duties such as filing and use of information technology. On rare occasions, emergency cleaning duties. Team Teach training has been undertaken and procedures used when the need arises.

Working Conditions:

- Mainly indoors (90%).
- Outdoors for checking on health and safety issues, site management and maintenance requirements (10%)

Work Context:

- Mainly office based, open door policy operated. First port of call for many parents with an array of needs. Have undertaken parent liaison training to meet demand. Frequently meet with prospective parents regarding admission to the school. Frequently address contentious issues with parents with specific needs, (procedures are laid down to deal with aggression from a member of the public).

Knowledge and Skills:

- Qualified as a SBM through the NCSL and working towards the DSBM.
- HNC Business (distinction).
- Completion of accredited Domestic Violence and Abuse – Impact on children course. Constantly updating skills and attending specific training sessions.
• Working on many advanced and complex tasks with responsibilities that affect most work areas across the school site. May be required to have an input into how the work is done and may have control over the work area.
• Detailed knowledge of Child Protection, Every Child Matters, Workforce Development
• Detailed knowledge and understanding of legislation, policies and procedures that may impact on the school. This will include knowledge of School Policies, Financial Management Standards in Schools, Tendering process, Health and Safety (having completed a course), Government Nutritional Standards, personnel issues
• Detailed knowledge of software systems.
• Mandatory training for premises managers in Legionella, Asbestosis, CDM and Fire Safety and Awareness.
• Understanding of the school’s requirements and how these can be met with regard to administrative systems and procedures, Teaching Assistant requirements in the classroom, Catering Staff in the kitchen, Mealtime Assistants at lunchtime and site management.
• Use tact and diplomacy to manage staff and deal with personnel issues.
• Specific skills in communication (verbal and written), management, IT, project management, procurement, negotiation, decision making.

Highly proficient skills in the following areas: -

• Communication, both verbal and written.
• Use of IT including Excel, Word, Publisher.
• Project Management.
• Statistical Analysis.
• Business Planning.

Detailed knowledge of the systems used in the school, gained through many years of experience. As a member of the Senior Leadership Team, the postholder is required to advise on resources available and able to provide any future requirements, within budget.

Detailed knowledge of all the staffing requirements and the personnel within the school.

Expertise in Finance and Personnel. Ability to use this effectively to ensure the smooth running of the school, using good communication and administrative skills.

Prepare business plans for ‘In house’ Kids Club and Breakfast Club. Detailed knowledge of FMSiS (Financial Management Standards in Schools), after health and safety checks ensure any issues are dealt with effectively on site.

Liaise with the Site caretaker to ensure all health and safety checks are carried out as and when required. Make decisions that have staffing and financial implications concerning repairs and maintenance around the School.
Structure chart (example):

```
         Headteacher
              |     |
              v     v
       School Business Manager
              |     |
              v     v
       Admin Team   MTA's   TAs
              |     |
              v     v
       Site Caretaker   Mealtime Supervisor
```

Signatures:

Job Description agreed by:

<table>
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# JOB DESCRIPTION

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<td>Reporting to</td>
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<td>Position Number(s)</td>
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<td>Directorate/Section/School</td>
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<tr>
<td>Effective date of JD</td>
<td>JE Job Number 764</td>
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</table>

GLPC element of the Job Description in relation to the duties of the job:

## Job Purpose including main duties and responsibilities:

The main purpose of the job is to lead in the administration of personnel matters and of the College budget and accounting system.

Main duties and responsibilities:

- Preparation of an annual draft three year budget for approval by the Headteacher, initial budget allocations and preparation of year end carry forward figures.
- Administration of the college budget: budget modelling and monitoring; preparation of three year projections of staff costs; providing advice on investment based on cash flow and bank balances; budget reporting to (3 yearly projection) and attendance at Senior Management Team and Board of Governors Management Services (termly).
- Budget reporting and advice to College account holders and financial returns to Devon Financial Services within statutory deadlines (as required).
- Working with Devon Payroll Services to ensure an accurate staff payroll and reconciliation and checking of all staff salaries with Devon County Council mainframe electronic records.
- Checking of all staff additional salary claims for submission for approval by the Headteacher; allocation of all income received by the college and acting as College signatory.
- Member of the College Management Forum and Senior Management Team, overseeing and preparing returns as required by the local education authority and Department for Education and Skills i.e. PLASC, staff absences and recruitment, and student attendance.
- Line management of the College Administration Team including interview short listing, interviewing for posts, induction, risk assessments, probationary
meetings and reports, assessing training needs, performance management and professional development.

- Ensuring that financial, personnel, student records and related administrative systems and procedures are effective.
- Management of the college administrative computer network including users, access levels, software, hardware, upgrades and password changes.
- Management of accounts software ensuring efficient operation according to agreed policy, and acting as SIMS system manager, controlling access levels and security of all administrative software.
- Monitoring the level of hardware appropriate to all administrative network users and the implementation of appropriate management information systems.
- Maintaining accuracy and security of all staff records.
- Dealing with software and hardware issues and problems from users of the administrative network, referring the problem on if necessary.
- Co-ordinating all recruitment; ensuring that all staff meet medical, qualification requirements, eligibility for employment and CRB checking procedures.
- Preparing documentation for and taking minutes at Disciplinary Investigation meetings.

**Supervision and Management:**

The jobholder is responsible for the line management, including appraisals of up to fifteen staff covering different areas of expertise, for example the Finance Officer and Clerk, main Receptionist and Student Receptionist, Technical Administration staff, Data Manager/Leadership PA, Zone Assistants, Personal Assistant, Clerical Support, Exclusion Room Manager and Print Room Technician.

The supervision of these staff groups may extend to a specific project or a range of tasks. The full supervision and management of these groups of staff includes dealing with difficulties in the workplace, in line with the schools’ policies and procedures.

**Creativity and Innovation:**

School improvement planning and delivery of strategic areas of improvement.

Development of new school website, development of ICT resources.

Development of new Library and librarian.

Introduction of a whole school approach to improved staff health and wellbeing.

Whole school marketing.

To actively lead, develop and deliver opportunity for improved links with parents and community, with due regard to the Extended Schools Agenda.
Monitoring of the College budget and resulting carry forward over the next three year period to assess budgetary needs and recommend strategies to resolve problems.

There will be a need to resolve personnel and work related issues, discuss personal problems with staff that are often related to absence from work, offering information on the Devon County Council counselling service and consulting with Devon HR Practitioners to resolve problems.

There will be a requirement to manage the CRB check processes; manage staff contracts and arrange rotas to ensure that essential areas of work can be covered if any team members are unexpectedly absent. The need to investigate potential investment possibilities and producing appropriate reports which ensure that cost savings can be identified, where applicable. In addition, managing printing and stationery accounts and costs and managing the cost of advertising in relation to recruitment.

Links with other officers, Service users or Members of the Public:

Stakeholders:

PA to Head teacher:
Often deals with families wishing to speak to Head in Head's absence. Deals with a range of stakeholders in Head's absence.

Parents:
Specific responsibility for developing parent engagement and community links.

Staff:
Personnel issues, support staff training and awareness sessions, H&S, line management.

Governors:
Making a significant contribution to every finance and personnel meeting.

Local Business:
As part of community links.

Local Learning Community:
Extended Schools provision.

SLT:
Negotiate, consult and influence strategic decision making within the school’s Senior Leadership Team and contribute to the creation of the School Improvement Plan- e.g. ‘to enhance the partnership and communication between school and parents and school and local community. To carry out research and development on behalf of the Governors and SLT on a range of priorities, e.g distributed leadership, development of a programme of health and wellbeing for all staff, parent engagement to enhance the life chances of all learners. Develop a listening campaign which responds to pupils and parents perceptions. Contributes to the school’s SEF.
**LA representatives:**
Finance and support officers, HR (includes confidential discussions re: capability, sickness and absence management, redundancy, County Solicitors).

**Suppliers:**
Best value and procurement

**PFI service providers:**
To negotiate on behalf of DCC to ensure that the contract is maintained and where possible gain best value in developing or enhancing the site. To attend service provision meetings and act as the main focal point of the school in dealing with PFI providers.

**Media:**
To actively encourage the media to represent the school in a positive light in order to increase profile and raise reputation.

There will be regular and frequent contact with team members regarding their roles, cover for absent colleagues, problems and advice to ensure the continual smooth running of administrative processes.

Liaison with administration network users regarding software access levels and security, software and hardware problems, to ensure the security of the network and correct level of hardware provided.

Liaison with corporate finance team members to ensure financial policy compliance and with the Devon Audit team during their financial audit of college accounts.

Liaison with the Headteacher and deputies regarding administrative team, financial and personnel issues.

Liaison with all staff regarding personal issues e.g. absence, pay and leave; with Devon Finance Services regarding budgetary issues.

Liaison with Devon County Council Records Disclosure Office regarding individual applications for disclosure and with Devon County Council HR regarding staffing issues.

**Levels of Responsibility:**

**Administration Management**

1. Manage the whole school administrative function to include:
   - Leadership of all admin support staff.
   - ICT facilities
   - Reprographics
• MIS systems (management information systems)
• Communications systems

2. Manage systems and link processes that interact across the school to form complete systems
3. Define responsibilities, information and support for staff and other stakeholders
4. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
5. Establish and use effective methods to review and improve administrative systems
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximize efficiency and avoid duplication
7. Prepare and complete all returns required for the DCSF, CYPS and other agencies and stakeholders within statutory guidelines.

**Management Information Systems and ICT**

1. Consider approaches for existing use and future plans to introduce or discard technology in the school
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
5. Establish systems to monitor and report on the performance of technology within the school
6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems
7. Ensure contingency plans are in place in the case of technology failure
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

**Human Resource Management**

1. Manage the payroll services for all school staff within Sims System.
2. Ensure the school’s equality policy is clearly communicated to all staff in school
3. To be responsible for the completion of all paperwork and contracts related to new starters.
4. To liase with the Headteacher on personnel issues.
5. Manage recruitment, performance management, appraisal and development for all admin support staff, LSA’s MTS ICT technician, librarian and resource manager.
6. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff. Ensure CRB central record is maintained.
7. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
8. Monitor the way policies and procedures are actioned and provide support where necessary.
9. Seek and make use of specialist expertise in relation to HR issues.
10. Evaluate the school's strategic objectives and obtain information for workforce planning.
11. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Facility and Property Management

1. Act as the DCC onsite representative to liaise with and manage the PFI contract at a local level.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure continuing availability of utilities, site services and equipment.
5. Monitor, assess and review contractual obligations. (Catering, Cleaning site maintenance)
6. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
7. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
8. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests in conjunction with school caretaker.
3. Ensure the school’s written health & safety policy statement is clearly communicated and available to all people.
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Enable regular consultation with people on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
8. Ensure the maximum level of security consistent with the ethos of the school.

Managing and making decisions regarding the appropriate levels for administrative network users with the support of an ICT Technician; managing
the levels of access to SIMS software package and levels of access to the financial software, within set policies; setting up the accounts structure for accounts software; maintaining an appropriate and effective financial policy;

Providing financial recommendations to College account holders, the Headteacher, the Senior Management Team and the Management Services Board of Governors Committee;

Managing staff absences in an appropriate manner and conducting probationary meetings with new administrative team members;

Making recommendations regarding job descriptions of support staff, shortlisting and interviewing candidates for appointments to the administration team.

Effects of Decisions:

Decisions made by the postholder will have a direct and/or indirect impact on the budget and resources of the school, on the safety and wellbeing of students and on staffing matters.
Being part of the SLT who will have a direct impact on school improvement priorities;
Improved Governing body functions
Parent engagement
Staff Development
Financial management
Safeguarding of pupils.

Resources:

The jobholder will handle cash, be a main keyholder (24-hour call out) for the site and hold keys to the safe, be responsible for the security of the administrative network server; responsibility for stationery, stock and staff records.

Work Demands:

The post will be subject to interruption from staff and other members of the administration team, both in person and on the telephone. In the case of staff it is necessary to evaluate the query and access whether it needs to be dealt with immediately, resulting in a change of direction, or whether it can be dealt with at a future date.

The role will be subject to deadlines such as making returns to the Department for Education and Skills i.e. PLASC, staff and student data. Deadlines apply to financial reporting and monitoring to the Senior Management Team, Board of Governors and also to Devon Financial Services. These reports need to be produced on a monthly basis. Any variations to staff pay need to be sent to Devon Payroll Services as soon as possible to enable staff to be paid without missing monthly deadlines.
The jobholder will be required to prioritise tasks so that other staff members who need immediate assistance e.g. with hardware or software problems, can continue with their work. Personnel or payroll issues would also normally be given priority. The jobholder will also assess what part of an absent staff member’s role is essential and whether their duties need to be covered, reallocating staff as appropriate.

**Physical Demands:**

The role will require normal physical effort and involves high use of ICT systems i.e. for interrogating financial systems and student and staff data.

**Working Conditions:**

The role will be performed in an indoor, heated, lit and ventilated environment.

**Work Context:**

The role is based in a school and will pose a minimal risk to personal safety of injury or illness.

**Knowledge and Skills:**

The jobholder will be line managing a group of staff, all undertaking different roles and requiring a diverse knowledge of the College and its ICT systems.

The jobholder will need to communicate with team members and resolve any issues they may have. This will require diplomacy, tact and discretion, along with excellent communication skills. Often issues may relate to software or hardware, or personnel matters. A good degree of ICT expertise is essential to manage the administration network.

Recognised management/business degree or equivalent related professional qualification. School Business Manager, specific qualification i.e. DSBM, CSBM (Diploma or Certificate of School Business Management _NCSL). Fellow of NASBM (National Association of School Business Managers).

Extensive administrative experience within a school setting.

Evidence of Continuing Professional Development.


Experience of managing within an educational environment. Managing at a Senior Management Team level.

Able to deliver services and systems applicable for effective school management.
Able to deliver value for money initiatives.

Able to understand national & regional educational services and deliver appropriate strategies.

Able to lead teams and individuals. Able to strategically influence decision making within the school.

Able to use a range of ICT packages.

Understanding of educational enterprise issues.

Understanding of promoting positive relationships with the wider school community.

Understanding of County policies - managing absence, redundancy, safeguarding policies.

Highly developed interpersonal skills including influencing skills.

Willingness to constructively challenge the work of self and others to continually improve own and team performance.

Ability to work under pressure and meet deadlines.

**Structure chart – to be sent in by the manager as additional information with the job description and person specification if available.**
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Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

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<th>Action to be taken</th>
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<tr>
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JOB DESCRIPTION

Position Title: School Business Manager (Advanced)  
updated 5.8.10

Location: NAME Community College

Reporting to:

Position Number(s):  

Grade: H

Directorate/Section/School:

Effective date of JD:  
JE Job Number: 674

GLPC element of the Job Description in relation to the duties of the job:

Job Purpose including main duties and responsibilities:

The main purpose of the job is to be responsible for strategic planning aspects including all financial implications and ensuring that the College makes the best possible use of resources available.

Main duties and responsibilities:

- Responsible for the Finance, Personnel Management, Administration, Catering, Training and Development of support staff, and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- Advise the Principal and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the College.
- Prepare the annual estimates of income and expenditure for approval by Principal and Governors; obtain agreement of budgets, monitor accounts against budgets; prepare regular management accounts for budget holders and report on the financial state of the College to Governors.
- Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Leadership Group accordingly.
- Be responsible for the management of the College accounting function, ensuring its efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review; undertake a reconciliation of the College’s accounting system with the LEA’s financial information at least once a month.
- Monitor all accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the College; the operation of all bank accounts, ensuring that a full reconciliation is
undertaken at least once per month; maintenance of the assets register and preparation of invoices and collection of fees and other monies due, instructing legal action where necessary to recover bad debts.

- Prepare final accounts and work with auditors and the LEA, provide detailed management accounts for the Governors and Principal according to an agreed schedule, reporting immediately any exceptional problems, prepare all financial returns for the DfES, LEA and other central and local government agencies within statutory deadlines.
- Responsible for ensuring the provision of a comprehensive payroll service for all College staff, with operation of the various pension schemes and other deductions in which the College participates, and be responsible for effective and efficient communication with the payroll service provider.
- Maxmise income generation within the ethos of the College.
- Be the point of contact with central and other agencies regarding grant applications, gifts and other donations.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Responsible for the arrangements for College facilities including catering, transport, bookings for College facilities, provision of facilities for extra curricular tuition and events.
- Responsible for general personnel matters, overseeing the work of the College’s Personnel Officer in areas such as administration for new teacher recruitment; clearance of new staff and issue of contracts of employment; provision of advice to the Principal, Senior Managers and Governors on employment issues; provision of advice to Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal, competency and disciplinary issues; maintenance of confidential personnel records.
- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate: administrative and clerical, financial, technicians, medical, welfare and teaching assistants and caterers.
- Responsible for the recruitment, induction, appraisal and training of all support staff.
- Plan for, arrange and report on performance management and staff development aspects for all support staff.
- Responsible for ensuring that aspects of the Workforce Agreement are adhered to, in relation to administrative functions being passed to support staff, to ensure that appropriate support staff structures are in place to undertake these tasks.
- Collaborate with and advise the Senior Management Team on staffing issues incorporated in strategic and operational planning.
- Know about the main health and safety and fire safety issues specific to the College and how they relate to students, staff, visitors and contractors.
- Responsible for the letting of the College premises to outside organisations and College staff.
- Collaborate with the Estates and Facilities Manager on formulating comprehensive disaster and recovery plans and operating the elements linked to the resources management responsibility, and implementing risk management and loss prevention strategies in the College to reduce insurance costs. Jointly responsible, with the Estates and Facilities Manager,
for implementing the approved insurances and handling any claims that arise and obtaining the necessary licences and permissions and ensuring their relevance and timeliness.

- Manage the administrative function, including the College reception, reprographics and records.
- Collaborate with the College’s Systems Manager and Network Manager on the general management of the administrative ICT facilities, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record system, including top desk publishing.
- Oversee the maintenance of pupil records including the assessment process and act as correspondent for the DfES and be responsible for records and returns as required.
- Fulfil the role of a full member of the school’s Management Team, contributing to and taking an active part in all meetings, strategic planning processes and development of initiatives, including curriculum, staffing and premises issues.
- Formulate and update policies on behalf of, and for ratification by, the Governing Body relating to areas covered by the role.
- Responsible for the promotion of the College to different audiences and raise the profile within the local community, and work with local businesses for fundraising, arranging vocational experience and joint projects.

Supervision and Management:

The jobholder will directly line manage up to twenty staff, i.e. a team of Administrators (whose roles cover a variety of secretarial and clerical tasks and responsibilities); a Personnel Officer who is responsible for the personnel function of the College; an Examinations Officer who manages the complete exams function for the student body; Finance Officers who are responsible for the day-to-day ordering, invoicing and income for the school; Resource Technicians and Librarian whose role is to prepare and produce learning resources for the school community and provide a library service; a Catering Manager whose role is the provision of a catering facility for the school community; and a Student Facilities Manager whose primary role is to ensure safety and wellbeing of students at breaks and lunchtimes.

Creativity and Innovation:

Deployment of staff where necessary, providing the necessary resources to fill requirements within existing financial resources; provision of administration services; personnel management and financial management.

Examples could include:

Provision of administration services – implementation of a new parent/tutor consultation scheme which necessitates a complex appointments system. The postholder would develop the new system, taking into account requirements of staff, students, parents. Consideration of implications on support staff, catering, transport and site issues. Devise an IT booking management system which is effective, efficient, manageable. Identification of staff in College to carry out tasks involved and negotiate with members of admin staff to alter working
practices in for this assignment to be carried out within limited timescales and using existing resources.

Personnel management – development of creative approaches to working practices, dealing with problems of working relationships, difficulties in recruitment of support staff, unsatisfactory performance or conduct of support staff. There will be a need to resolve complex personnel and work related issues.

Financial management – for example, line manager of College catering service – ensure service is run on business lines and does not run at a loss, which could result in a detrimental effect on the school’s budget. The financial aspects have to be incorporated into the school’s normal financial management system, this could necessitate an innovative solution to find the best way to combine catering financial records with existing system, whilst also producing results separately along traditional business accounting lines.

Overseeing the monitoring of the College budget and resulting carry forward over the next three year period to assess budgetary needs and recommend strategies to resolve problems.

There will be a requirement to oversee the management of the CRB check processes; manage staff contracts and arrange rotas to ensure essential areas of work can be covered if any team members are unexpectedly absent. There will be a need to investigate potential investment possibilities and produce appropriate reports which ensure that cost savings can be identified, where applicable.

**Links with other officers, Service users or Members of the Public:**

Support staff, Governors, Senior Management Team, teaching staff, students, parents/carers, Local Education Authority, candidates for vacancies external contacts and other stakeholders.

There will be regular and frequent contact with team members regarding their roles, cover for absence colleagues, problems and advice to ensure the continual smooth running of administrative processes;

Liaison with administration network users regarding software access levels and security, software and hardware problems, to ensure the security of the network and correct level of hardware provided;

Liaison with finance team members to ensure financial policy compliance and with the Devon Audit team during their financial audit of College accounts;

Liaison with the Headteacher and deputes regarding administrative team, financial and personnel issues; with all staff regarding personal issues e.g. absence, pay and leave; with Devon Finance Services regarding budgetary issues;
Liaison with Devon County Council Records Disclosure Office regarding individuals applications for disclosure and with Devon County Council HR regarding staffing issues.

Line management issues – provision of guidance, support, advice and responsibility for quality assurance of work, raising difficult issues with individuals regarding working relationships, workload issues, poor performance, conduct, attendance. Negotiation with staff when changes in responsibilities are needed.

Communication and discussion of regarding requests and their outcomes (positive and negative).

At all times, the postholder needs to handle issues with fairness, diplomacy, persuasion and sensitivity to ensure that staff morale and performance is not affected negatively.

Levels of Responsibility:

Development of strategic proposals for effective redeployment of staff, line management and structure in order to satisfy the requirements of education initiatives, legislation, school development plans, changes in skills and knowledge requirements and school structures.

Pay and grading of support staff, both existing and new posts, in accordance with school’s pay policy and structures.

Full contribution to the decision making process when serving on interview panels.

Development of policies, e.g. first aid provision, lettings, communications.

Budget plans – working with the Principal – development of annual budget plan according to income available and planned expenditure – presentation to Governing Body for ratification.

Freedom to make decisions on changes to working practices and hours of work for reportees, internal financial systems and procedures, agreement for unplanned expenditure, appropriate funding streams, best value/value for money decisions.

Catering issues, i.e. marketing activities, annual price increases and level of staffing in consultation with the Catering Manager, taking into account predicted increased for salaries and supplies, pupil numbers and level of recharge for schools services, students’ ability/willingness to pay.

Effects of Decisions:

The jobholder will play a full and equal part with colleagues in deciding policy, strategic planning and implementation relating to all aspects of the school’s activities. Decisions on staff development lead to an appropriately trained and
skilled workforce and an increase in staff morale; decisions on financial
management have a direct affect on the quality of teaching and learning in the
school; decisions on support systems have an effect on the successful
operation of an educational function and maintaining confidence and
confidentiality. These decision-making processes are responsible for school
effectiveness and improvement.

Staff development – use judgement to decide on best method of delivering
professional development requirements, whilst taking into consideration
budgetary restraints. These decisions lead to an appropriately trained and
skilled workforce and an increase in staff morale.

Financial management decisions have a direct effect on the quality of teaching
and learning in the school, i.e. ensuring school development plan is being
adhered to and targets being met.

Support systems – postholder is responsible for taking action when systems fail
or problems are detected – consequences are successful operation of a function
(examinations, parents evening) and maintaining staff and student confidence or
protecting the school’s reputation.

Resources:

The jobholder will be responsible for ensuring that secure and effective
procedures for handling income are in place and are being adhered to by
finance and catering staff; responsible for proper use of a PC, printer and fax
machine; accountable for proper and secure use of specialist school finance
and personnel IT management systems, and maintenance of manual personnel
and financial records in accordance with statutory requirements.

Work Demands:

There will be daily interruptions to scheduled work such as Principal requests
throughout the day; a member of support staff requesting an urgent confidential
meeting; Catering Manager needing an immediate response to a student
behaviour issue, or a support staff member requiring immediate advice or
guidance.

There will be annual deadlines such as the production of a budget plan for
ratification by Governors on a specified date and end of year financial
closedown procedures carried out in accordance with a published timescale.
There will be monthly/termly deadlines such as providing information to
Governors at least seven days in advance of a scheduled meeting. There will be
weekly deadlines such as the transcription and distribution of minutes for team
meetings, and deadlines relating to the recruitment of staff.

The jobholder will be required to deal with the many aspects of the job, which
are of equal importance.
Interruptions could consist of immediate solutions to workloads problems experienced by support staff, e.g. additional invigilator required for an ongoing exam, receptionist on sickness absence.

The Business Manager is a key, pivotal role in the college, and will be the first contact for many problems and issues as they arise, therefore interruptions and deadlines have to be managed effectively on a continuous basis, with a calm professional approach, whilst ensuring the Principal, students and workforce are treated with equal importance at all times.

Conflicting work priorities consist of providing information, guidance, advice and support to different groups of people (teaching and support staff, students, other stakeholders).

Also juggle core roles of budget management, line management of admin functions including personnel and examinations), learning resources and catering line management.

Financial monitoring to assist the school in making decisions about expenditure, whilst at the same time shortlisting for a vacancy, preparing for senior management strategic planning meetings – these all provide examples of providing a service to many customers in the same time frame. Being a large secondary school there are many unscheduled meetings which need to be attended to – in addition to the already scheduled meetings which happen on a regular basis.

**Physical Demands:**

The role will require normal physical effort and there will be a requirement for high IT use, for data manipulation, word processing and email.

**Working Conditions:**

The role will be performed in a heated, lit and ventilated indoor environment.

**Work Context:**

The role will pose normal office-based health and safety risks such as the operation of office equipment.

**Knowledge and Skills:**

The role will require comprehensive experience of finance, including budget planning, management and monitoring of the school budget and other sources of income, including the use of specialist IT packages, and reconciling financial data between the school and LEA; personnel experience; support service experience; performance management experience; experience of advising a Senior Management Team, Governors and other staff, and contributing to the leadership and management of whole school issues and implementing operation plans arising from the school improvement plans and decisions made by the management team or governing body.
There will be a requirement from the jobholder to be highly proficient in the following:-

- Good communication, both written and verbal
- Financial and Cost Accounting
- Use of ICT, in particular Excel, Word, Access
- Health & Safety
- Project Management
- Statistical Management
- General Site Management

The Post Holder must have the ability to use their highly developed and specialist skills to confront and embrace complex problems in a number of distinct areas including:

- Recruitment
- Change Management
- Succession Planning
- Training
- Issues impacting and effecting the wider area of Education within Primary & Nursery Schools
- Employment legislation.

There are a significant number of policies and legislative documents impacting on the work of the Post Holder and the operation of the School. Dependant on the relevancy, the knowledge of the Post Holder will range from possessing a basic understanding to that of a full and detailed understanding. Examples being:

- Every Child Matters
- The Children’s Act
- Child Protection
- Health and Safety
- Employment Protection Rights Act
- Data Protection Act
- Freedom of Information Act
Proposed Structure for Post

- Principal
- School Business Manager
- Finance Officers x 5
- Personnel Officer
- Admin Team x 6
- Catering Manager
- Student Facilities Manager
- Librarian
- Resource Technicians x 2
<table>
<thead>
<tr>
<th>Signatures:</th>
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<tbody>
<tr>
<td><strong>Job Description agreed by:</strong></td>
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<tr>
<td>Line/Originating Manager:</td>
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<td>Job Holder</td>
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<td>Head teacher</td>
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## PERSON SPECIFICATION

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<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
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<tbody>
<tr>
<td>Management</td>
<td>◦ School Business Management&lt;br&gt;◦ Line management</td>
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<tr>
<td>Experience</td>
<td>◦ DfES, LEA, Learning Skills Council and school financial regulations and procedures&lt;br&gt;◦ DfES and LEA regulations relating to non-financial issues&lt;br&gt;◦ School standard operating procedures&lt;br&gt;◦ National Curriculum requirements</td>
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<td>Practical Skills</td>
<td>◦ Excellent numeracy and literacy skills&lt;br&gt;◦ Excellent computer skills&lt;br&gt;◦ Ability solve urgent problems and multi-task&lt;br&gt;◦ Ability to demonstrate organisational ability</td>
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<tr>
<td>Communication</td>
<td>◦ Excellent written and verbal communication skills</td>
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<tr>
<td>Personal Qualities</td>
<td>◦ Diplomatic&lt;br&gt;◦ Good negotiation skills</td>
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<tr>
<td>Strategic Thinking</td>
<td>◦ Experience of working at strategic level within an educational environment</td>
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<tr>
<td>Technology / IT Skills</td>
<td>◦ Excellent IT skills including the use of Microsoft Office applications</td>
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<td>Education and Training</td>
<td>◦ School Business Management Qualification and postgraduate/advanced qualification&lt;br&gt;◦ Training on the Data Protection Act and the Freedom of Information Act</td>
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<td>Equal Opportunities</td>
<td>◦ Devon County Council and it’s staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</td>
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<td>◦ Demonstrate knowledge at Interview</td>
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<td>Physical</td>
<td>◦ Able to carry out the duties of the post with reasonable adjustments where necessary</td>
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<td>◦ OH1</td>
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<td>Other relevant factors</td>
<td>◦ Commit and conform to DCC Customer Service Standards</td>
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Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

<table>
<thead>
<tr>
<th>Potential Hazards</th>
<th>Applicable to this job? (✓)</th>
<th>Action to be taken</th>
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<td>Display Screen Equipment</td>
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<td>Electricity – fixed / portable</td>
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JOB DESCRIPTION

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<tr>
<td>Effective date of JD</td>
<td>JE Job Number 1508</td>
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</table>

GLPC element of the Job Description in relation to the duties of the job:

Job Purpose including main duties and responsibilities:

The School Business Director is responsible and accountable for strategic financial planning and ensuring that the College makes the best possible use of resources available.

To take an active role in the Leadership Team and direct all non-teaching functions of the College, including Finance, Personnel Management, Administration, Catering, Caretaking/Cleaning and Site Management/Premises.

Key Responsibilities:

- Provide strategic vision and leadership across all non educational functions of the College.
- To appoint and lead College support staff over a wide range of disciplines including Administration, Finance, Personnel, Library, Mealtime Supervision, Technical Staff, Catering, Cleaning, Health and Safety, Grounds Maintenance, Premises and Security.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Group and Governors, ensuring that legal and safety requirements regarding people and property and function of the school are maintained.
- As a member of Senior Leadership Team (SLT) to attend meetings and play a central role in the Leadership Group. To lead and advise on matters relating to Finance, Personnel, Premises, Health and Safety and catering.
- To liaise with relevant members of the Local Education Authority and other councils as appropriate
- To manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximizes it’s potential from the LEA.
• To assume responsibility for the following aspects of College administration and organisation: yearly calendar planning (with SLT); student transport; planning and operation of staff duties; be the College’s designated External Visits Coordinator.

Finance
• To advise the Principal and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for future development of the College.
• To be responsible for the management of the College’s financial records.
• To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the LEA and the College are observed.
• To ensure that the school is fully prepared to meet OFSTED financial criteria.
• To ensure the College has appropriate financial systems and managing all aspects of the College’s financial systems (including voluntary funds such as School Fund)
• In accordance with these agreed policies and timetable, ensure accurate financial records are maintained, report on a regular basis to the Principal and Governors.
• To prepare and manage an annual budget for the College, showing estimates of income and expenditure to be submitted to the Governing Body for approval.
• To monitor, control and evaluate these budgets using SIMS financial package.
• To provide specific expertise in long-term financial management i.e. three year financial plan.
• To be responsible for ensuring that the College meets the Financial Management Standard, as required by DfES, and complete the self-assessment questionnaire.
• To attend all main governing body meetings and assist the Chair for the Resources Committee with agendas and papers. To prepare detailed regular financial reports, and present to termly meeting.
• To prepare regular financial reports and data for the Principal, College Governors and Heads of Faculties/Departments and interpret these reports as necessary. To identify and report immediately any exceptional problems.
• To manage FMS6 module giving guidance to other users.
• To prepare estimates and costings as required: analyse costs to ensure value for money.
• To produce end of year outturn statements, including devolved funds.
• To liaise with County officers on financial matters, including preparation of papers for bi-annual audit inspections.
• To be responsible for dealing with the College’s VAT liabilities.
• To advise Principal, and others, on the County’s financial policies, regulations and procedures.
• To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
• To review and update financial policy, pay policy, governors’ expenses policy, charging/remissions policy, lettings policy on an annual basis.
• To write bids for funding as required.
• To support staff, responsible for delegated budgets, with procedures which enable them to monitor these budgets.

Personnel
• To be responsible for general personnel matters in the following areas:
  a) Administration for teacher recruitment.
  b) Provision of advice to the Principal, Senior Managers, and Governors on pay and employment issues.
  c) Provision of advice to Governors on assessment of salaries, expenses, sickness and maternity/paternity procedures, redundancy and other matters of dismissal, competency and disciplinary issues.
  d) Provision of advice to Governors on policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc and the implementation of theses policies in the College
• To provide leadership and guidance for all support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, technicians, site, catering and teaching assistants, both operational and pastoral
• To be responsible for the recruitment, induction, annual appraisal and training of all support staff including teaching assistants, technicians site staff and catering staff.
• To plan for, arrange and report on staff development aspects for all support staff.
• To liaise with Employee Relations staff at County, as required
• To manage the staffing operation of the Office and all administrative, facilities, caretaking and catering staff.
• To manage support staff attendance and leave to ensure a continuous service throughout the year, and to monitor working hours, holiday entitlement and sickness.
• To manage support staff career development including the appraisal scheme and reviewing training requirements
• To update job description for all staff as necessary.
• To provide staff details for School Census return.
• Be responsible for implementation, operation and monitoring of Maximising Attendance Policy and procedures. Conduct informal and formal interviews for all staff as part of policy.

Premises
• To advise the Principal and Governors on facilities management and development of a long term strategic plan for the improvement of the College.
• To have line management responsibility for, and oversight of the work of, the Site Manager.
• To oversee the formulation, monitoring, implementation and review of the Health & Safety policy.
• To ensure the appropriate placing and monitoring of all service contracts.
• To manage all aspects of tendering including Compulsory, Competitive tendering.
• To submit capital bids to the LEA, monitoring and control of capital expenditure on buildings and grounds, and the placing of contracts.
• To have oversight of the systems for letting the College premises to outside organisations and for College use.

Catering
• To have line management responsibility for, and oversight of the work of, the Kitchen Manager
• To ensure the College complies with all Health & Safety, legal and nutritional standards
• Strategic management of the catering facilities to maximise income

Other Duties
• To be responsible for office and equipment security, plus checking all inventories are completed and updated as appropriate.
To undertake such duties and work hours as agreed with the Principal and carry out duties as may be required from time to time as detailed by the Principal.

Supervision and Management:

Reporting directly to the Principal the post holder has overall management responsibility for planning, co-ordination and management of 50+ support staff, each group of staff having a diverse range of duties. These staff include:-

Teaching Assistants
Science technicians
Cover Supervisors
ICT Technicians
D&T Technicians
Administrative Staff
Finance Staff
Site Staff
Catering Staff

• Direct day to day line management is for Administration, Finance, Catering & Premises. Please see structure chart for full details.
• Annual appraisal of all above staff – knowledge and understanding required for diverse range of jobs
• Responsibility for dealing with welfare issues concerning all staff including teaching staff in addition to above staff.
• CPD for all support staff, including advice on career paths and available training.
• Implementation of/involvement in conduct and capability procedures

Creativity and Innovation:
• Full member of the SLT providing strategic direction for a wide range of diverse functions in relation to the College’s non teaching functions which include: Administration, Finance, Personnel, Catering and Premises. This post requires innovative and creative thinking, often ‘outside the box’, and knowledge of a diverse range of functions, one moment dealing with contractors and builders resolving issues, the next negotiating a dispute between members of the admin staff.
• Develop & implement strategic plan for premises & facilities, in line with development plan priorities, and future proofing of facilities to ensure the needs of the ever changing curriculum are met. An example as at 2010 would be to oversee the development (£2.2m) to be led by post holder.
• Strategic development of support staff staffing structure.
• Creation/updating and implementation of administrative and information systems.
• Creation/updating and implementation of policies and procedures, including finance, Health & Safety, Emergency Continuity, all personnel based policies.
• Deals with a wide range of personnel issues, including formal referrals to W@W, requiring tact, diplomacy and innovation.
• Input to College Development Plan and SEF.
• Ensure that the College’s annual budget is fairly allocated and carefully managed. Use innovative and creative methods by identifying and pulling together different funding sources to ensure that the College’s development can take place but at the same time maintaining a balanced budget.
• Ensure engagement of stakeholders, discussion, consultation, negotiation and presentation to Governors, Leadership colleagues and staff (teaching and non-teaching).
• Manage staff problems – arrange cover for absent staff – resolve difficult situations that often require delicate consideration. Freedom to find resources for building maintenance/repairs to be carried out at short notice.
• Manage building emergencies at any time with due consideration to health and safety of staff, pupils, community users and by making the necessary arrangements for repairs to be carried out and school to remain operational.
• To be innovative and able to react to funding opportunities and bid for external monies whenever possible and to be able to secure such funding for the benefit of the school, resourcing projects that not otherwise go ahead, e.g. new CCTV cameras linked into the town system, funds towards matched funding projects and capital build projects.

Links with other officers, Service users or Members of the Public:

• Daily contact with all levels of staff and students. This includes scheduled and unscheduled meetings with a diverse range of staff and other stakeholders. A large percentage of the day can be taken up with dealing with staff, parents and other stakeholders.
• The postholder, as a member of SLT, is part of the on-call rota dealing with problematic students and participates in lunchtime and bus duties. Takes part in classroom ‘drop-ins’ as member of SLT offering support to teaching staff.
• Required to mediate on behalf of the College with contentious issues raised by members of the public when in relation to College support services or rules and regulations.
• Links with outside agencies, SLT, Governors, Staff and pupils in relation to all non-teaching functions.
• Links with outside agencies include Police and insurance/security companies, Councillors, Highway and Environment Agencies, local housing providers and community in relation to premises and site development.
• Required to deal with members of the public, governors and LA officials on a regular basis.
• Required to mediate on behalf of the College with contentious issues raised by members of the public when in relation to College support services or rules and regulations.
• The jobholder often deals with complex matters involving negotiations with various parties and has autonomy within these negotiations on matters involving non educational issues, particularly in relation to facilities.
• Liaison with County officers, architects, surveyors and contractors in relation to development of the school site(s). (Managing site projects for the duration of the project, i.e. new build).
• Liaison with County officers in relation to finance, personnel, payroll, audit and JE matters.
• Interview and appointment of support staff.
• Advice and support for all support staff and teaching staff
• Implementation of/involvement in conduct and capability procedures for both teaching and non teaching staff.

Levels of Responsibility:

• As the senior member of the support staff the post holder is required to make daily, direct operational decisions with no recourse to line manager. Role is equivalent to Deputy Principal within the College.
• Makes strategic decisions in relation to all support functions.
• Project Manages site development schemes.
• Managing change within the support functions of the College.
• Implementation, monitoring and evaluation of systems, procedures and practices.
• Creation of budget (£5m+), monitor & evaluate effectiveness. Advise on necessary changes, alternative funding streams and strategic direction.
• Responsible for strategic development of facilities. Lead member of SLT on implementation and managing change.
• Write/review policies: - Emergency Continuity Plan, all finance policies, all personnel policies, Health & Safety. Ensure all legal requirements are included and met and make recommendations to Governors where necessary.
• Direct input to College Development Plan and SEF
• Decisions made on a daily basis.
Effects of Decisions:

- Decisions have a major impact on the College and its stakeholders.
- Budget planning is in excess of £5 million per annum and is an influential driver for improvement planning and the strategic direction of the College in relation to staffing and resources.
- Decisions can directly affect teaching & learning within the College.
- Strategic and operational planning for support staff services and Health & Safety has wide reaching implications for the whole College.
- Lead on strategic facilities development ensuring College can meet the needs of the curriculum on all sites.

Resources:

- Responsible for the oversight of maintenance of whole College site including buildings, IT, plant, fixtures, fittings and contents.
- Negotiates contracts for services and security within financial regulations.
- Has responsibility to ensure site is kept in state fit for purpose and meets current Health & Safety Regulations.
- Provides strategic direction for finance and premises.
- Responsible for all departmental inventories
- Key holder for emergency call outs to site.

Work Demands:

- Post holder is in constant demand from members of staff, including support and teaching staff, requiring advice and decisions.
- The work of the post holder is subject to constant change. ‘Goal posts’ constantly change and the post holder must react to ensure the best interests of the college are met.
- Daily demands are put on the post holder by both their staff and teaching staff. Urgent decisions are often required or advice sought.
- These demands may involve complex decision making, negotiation and expert advice.
- There is a requirement to meet deadlines whilst dealing with changing/conflicting priorities influenced both internally and externally including implementation of DCSF initiatives which can have wide ranging impact/effects on the support functions.
- Interruptions are constant and can take up a considerable portion of the daily workload.

Physical Demands:

The work requires normal physical activity. Use of IT on a regular basis.

Working Conditions:

Work is normally performed in a heated, well lit indoor environment.
Work Context:

- Possibility of risk from either mental or physical abuse from both students and parents due to duties as member of SLT.
- Deals with problematic students, removing them from lessons where they may have been disruptive or violent.
- Meets with parents where there is an issue with the College. Some parents can be abusive both physically and verbally.

Knowledge and Skills:

The level of knowledge and skills required for the post is complex and diverse due to the nature of the different tasks to be undertaken, responsibility and levels of accountability. These will be gained through formal education along with work in practice over several years or experience gained in a similar working environment.

Management/supervision of different groups of school based staff – Administration, Caretakers, Cleaners, Technicians, LRC and library staff and contractors on site carrying out repairs/maintenance/building projects.

Staff development of the different groups of staff.

Ability to be accountable for many varying aspects of job – budgets, whole school site, school security, ICT security.

Wide range of management skills required to deal with varying roles that the job requires.

Facilities management requires considerable knowledge to deal with varying work from capital building projects and associated personnel to daily maintenance of school site.

Good IT skills required and a knowledge of all users needs of systems.

Ability to crisis manage a necessity as it is not known what will happen at any one time.

- Skills in the management of staff from varying backgrounds and for varying skills are required across of a range of staff groups to the benefit of the school environment.

- To have a wide range of skills in a broad range of activities to enable the post holder to deal with the diverse range of duties expected.

- To act as the lead professional for all non teaching staff at all times but be able to turn their hand to anything required during the school day and be an example to all other staff that they manage.

- To have a strong financial background and be able to present a balanced budget, with the ability to manage all aspects, taking into consideration all school needs, and to be accountable to manage the budget throughout the financial year and able to report and advise the head teacher and governors.

- To have good IT Skills
• To be able to manage the school site with due consideration to Health and Safety, to maintain the buildings in a fit and usable state within term time, to be involved as the school representative with all agencies for school capital building programmes and to ensure that these projects are delivered on time and within budget whilst maintaining the delivery of the school curriculum for current pupils.

• Be able to manage all maintenance of school site including routine maintenance agreements for all plant and equipment on site.

• To support the headteacher in the improvement of standards.

Signatures:

Job Description agreed by:

Line/Originating Manager: Date

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Job Holder Date

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Head teacher Date

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## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Management</strong></td>
<td>° Experience of team leadership</td>
<td>° Experience in a similar role</td>
<td>° Application form</td>
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<tr>
<td></td>
<td>° Managing a range of different disciplines</td>
<td>° Managing a range of different disciplines</td>
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<td></td>
<td>° Site/facilities management</td>
<td>° Site/facilities management</td>
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<td></td>
<td>° Personnel management</td>
<td>° Personnel management</td>
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<td></td>
<td>° Ability to chair meetings</td>
<td>° Ability to chair meetings</td>
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<tr>
<td><strong>Experience</strong></td>
<td>° Significant experience of school finance</td>
<td>° Experience of Secondary school finance</td>
<td>° Application form</td>
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<tr>
<td><strong>Practical Skills</strong></td>
<td>° Experience of school finance module</td>
<td>° Experience of school finance module</td>
<td>° Application form</td>
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<tr>
<td><strong>Communication</strong></td>
<td>° Excellent communication skills</td>
<td>° Excellent communication skills</td>
<td>° Interview</td>
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<tr>
<td><strong>Personal Qualities</strong></td>
<td>° Good interpersonal skills.</td>
<td>° Good interpersonal skills</td>
<td>° Interview</td>
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<td></td>
<td>° Accurate</td>
<td>° Accurate</td>
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<td></td>
<td>° Ability to handle large work load and prioritise</td>
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<td>° Flexible with sense of humour</td>
<td>° Flexible with sense of humour</td>
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<td></td>
<td>° Awareness of and interest in Secondary age range</td>
<td>° Awareness of and interest in Secondary age range</td>
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<tr>
<td><strong>Strategic Thinking</strong></td>
<td>° Food understanding of current educational initiatives</td>
<td>° Food understanding of current educational initiatives</td>
<td>° Application form</td>
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<tr>
<td><strong>Technology / IT Skills</strong></td>
<td>° Good working knowledge of Microsoft Office</td>
<td>° Good working knowledge of Microsoft Office</td>
<td>° Application form</td>
</tr>
<tr>
<td><strong>Education and Training</strong></td>
<td>° Minimum qualification of CSBM/DSBM</td>
<td>° Minimum qualification of CSBM/DSBM</td>
<td>° Application form</td>
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<td></td>
<td>° School Business Management Qualification and postgraduate/advanced</td>
<td>° School Business Management Qualification and postgraduate/advanced</td>
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<td>qualification</td>
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<td></td>
<td>° Training on Data Protection Act and the Freedom of Information Act</td>
<td>° Training on Data Protection Act and the Freedom of Information Act</td>
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<tr>
<td><strong>Equal Opportunities</strong></td>
<td>° Devon County Council and its staff have a Statutory obligation to</td>
<td>° Devon County Council and its staff have a Statutory</td>
<td>° Interview</td>
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<td></td>
<td>implement anti-discriminatory and equal opportunities when carrying out</td>
<td>obligation to implement anti-discriminatory and equal</td>
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<tr>
<td></td>
<td>their duties.</td>
<td>opportunities when carrying out their duties.</td>
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</tbody>
</table>
### Scheme Overview

<table>
<thead>
<tr>
<th>Post</th>
<th>School Administration Manager</th>
<th>School Business Manager (Primary)</th>
<th>School Business Manager (College)</th>
<th>School Business Manager (Advanced)</th>
<th>School Business Senior Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Skill Level/ Equivalent</td>
<td>NVQ4, BTEC.</td>
<td>NCSL School Business Manager; HNC Business.</td>
<td>NCSL School Business Manager; recognised Management or Business Degree or equivalent.</td>
<td>Comprehensive experience of finance, budget planning, school budget management and monitoring.</td>
<td>Complex and diverse knowledge and skills.</td>
</tr>
<tr>
<td>Supporting and Delivering Learning</td>
<td>Overall responsibility for school administration and finance and H&amp;S.</td>
<td>Member of Senior Leadership Team; preparing School Budgets; devising School Business Plan.</td>
<td>Manage payroll services for all school staff; Maintain CRB records; Main key holder.</td>
<td>Ability to understand complex problems across a number of distinct areas; Make financial management decisions which impact on teaching and learning.</td>
<td>Member of Senior Leadership Team. Strategic decision making, budget planning, strategic facilities development.</td>
</tr>
<tr>
<td>Behaviour/ Guidance/ Support</td>
<td>Supervision of up to five staff and indirect supervision of ten MTA's.</td>
<td>Full management responsibility for up to fifteen staff.</td>
<td>Full management responsibility for up to fifteen staff including projects or range of tasks.</td>
<td>Full management responsibility for up to twenty staff.</td>
<td>Full management responsibility for fifty or more staff.</td>
</tr>
</tbody>
</table>