

## Milton Keynes Council – Role Profile

Role Title: **School Business Manager**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0762**

Grade: **H**

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### Purpose of job

- As an integral member of the senior management body of the school, the Business Manager provides strategic direction, detailed planning and operational management of all non-teaching functions, ensuring efficiency and best value.
- School Business Managers support the Head Teacher by the provision of expert advice and guidance in relation to finance, HR, asset and estate management and administrative policy and practice.

### Key Objectives

1	To act as main financial consultant and adviser to the Governors and Head Teacher, providing advice in relation to financial policy and long term strategy
2	Manage the school's accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review
3	Manage a range of support staff as directed by the Head Teacher including recruitment and selection, appraisal, workforce planning and other strategic and procedural issues in relation to staff management.
4	Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. To arrange approval for all purchase orders prior to expenditure being committed and ensure Best Value on all purchases
5	To be responsible for general HR matters and the provision of general HR support and guidance to Head Teacher, Senior Leadership Team and Governors on, for example, salaries and Terms and Conditions of employment
6	Working within the agreed asset management plan, ensure that the school's maintenance expenditure is targeted to priority areas
7	Develop income generating activities including preparation of and submission of bids for funding to external agencies
8	Act as health and safety lead for the school, ensuring that policies and procedures in relation to all school activities are developed and adhered to by all internal and external staff and contractors.
9	Develop and maintain emergency planning and business recovery procedures, ensuring the clarity and accountability of staff roles.
10	Manage the administrative function including ICT, school office and reception, support for curriculum areas, reprographics, records and telephones

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may*

*be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties*

## **Scope**

- Arrange the provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies
- Full line management for all support staff including responsibility for recruitment, performance management and disciplinary/grievance issues
- Management of facilities, including premises, lettings and liaising with external contractors
- Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school
- Advise, lead and negotiate on behalf of school in external matters such as contracts, procurement, funding bids; regularly deal with a range of complex whole school finance and HR issues.
- Manage administration of Human Resources
- Contribute to school improvement plan

## **Work Profile**

- Develops and implements school administrative, financial and related policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to Head Teacher and is a member of the senior leadership team. Contributes to and develops strategic policies and initiatives and involves significant decision making affecting the whole of large school or a cluster of small schools.
- Be responsible for the development of the marketing strategy for the school
- Manage the delivery of Extended Services activities
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

## **Other information**

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge		Level		Assess by:
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time		A	A Application I Interview T Testing R Reference
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications		D	
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role		E	
<b>Qualifications</b>	Recognised school management qualification or equivalent to minimum NVQ4 level	X		A
<b>Skills / Experience</b>	Financial management to balance sheet / P&L level	X		I, R
	Staff / team management		X	I, R
Competencies		Level		Assess by:
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area		A	A Application I Interview T Testing R Reference
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements		S	
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		E	
<b>Planning and organising work</b>	Appreciation of reporting deadlines and shifting priorities within the academic year.		X	I
<b>Planning capacity and resources</b>	Ability to assess needs and plan resource requirements for lengthy periods in excess of 2/3 years		X	I
<b>Influencing and interpersonal skills</b>	Managing suppliers and external partners to ensure best value.		X	I, R
	Influencing skills with colleagues, governors and others in relation to introducing change		X	I
<b>Using initiative</b>	Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with senior school management.		X	I
<b>Working independently</b>	Dealing autonomously with all but the most serious administrative problems but keeping HT apprised of all major issues.		X	I
<b>Managing people</b>	Full management responsibility for a diverse team of administrative and other support staff.		X	I, R
<b>Managing resources</b>	Consultant/advisor status in relation to whole school finances. Development of robust internal financial procedures.	X		I, R
	Estates management of building(s) and premises including preventative maintenance, health and safety	X		I, R
<b>Managing risk</b>	Awareness of child protection guidelines as they impact upon the non-teaching functions within the school. General health and safety throughout the school.		X	I
<b>Managing oneself</b>	Awareness of personal development opportunities.		X	I