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*Roll 1240 pupils inc.347 in the Sixth Form
11 – 18 Community Grammar School*

SCHOOL BUSINESS MANAGER

LBR 17 Pt 50 – Pt 53

Salary: £61,617 - £65,025 per annum (pay award pending)

Full Time Contract

Required for: March 2005

The Governors seek to appoint (for a March 2025 start) an individual with vision, drive, empathy, skill and integrity to this strategic role within the Leadership Team of this successful girls' grammar school.

The School Business Manager plays a pivotal role in maximising the resources available to support teaching and learning and the meeting of targets in the School Action Plan. The successful candidate will be responsible to the Headteacher and the Governors for all aspects of Finance, Premises and Administration. The development of a 3–5-year strategic development plan is a current focus for the Senior Leadership team and the School Business Manager will play a key role in this.

Applicants should have:

- A strong financial background
- Recognised financial qualifications
- Significant experience of strategic financial management
- A commitment to securing new revenue opportunities
- A high level of drive and determination

Experience within a school setting is desirable but not essential.

Further information including a job description is available on the school website www.woodford.redbridge.sch.uk

Applications can be submitted by post or email (recruitment@woodford.redbridge.sch.uk) and must include the completed London Borough of Redbridge application form. **Applications by CV will not be considered.**

Closing date for applications **Monday 18th November 2024 (9am)**

Date of Interview: Wednesday 27th November 2024

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LONDON BOROUGH OF REDBRIDGE

JOB DESCRIPTION

JOB TITLE:	School Business Manager Full time contract
SALARY RANGE:	LBR17 Spine point 50-53
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Finance, Premises, Support Services, GDPR, an overview of Administration

JOB PURPOSE

1. The purpose of the role of School Business Manager is to lead, plan and deliver key areas of the school's operations including finance, facilities, HR and other support services, manage relationships and develop partnerships with key stakeholders inside and outside of the school including colleagues, parents, carers and head teachers in other schools and meet the needs of our communities in the most efficient way.
2. The School Business Manager is an active member of the Senior Leadership Team (SLT) and, with the Headteacher, drives continuous improvement in the school. They lead on shaping and developing an innovative and inclusive approach to the management of the school, being a catalyst for change and ensuring innovation is embedded in practice, including taking the lead in the strategic development of the school and the support services in particular.
3. The School Business Manager leads the development and implementation of the school's strategies, plans, objectives, policies, systems, and processes, ensuring they meet internal and external reporting requirements and comply with legislative and regulatory frameworks. They support the head teacher to deliver the desired culture and aims of the school.
4. The School Business Manager is responsible for providing leadership and management to all support staff (36.5 FTE Nov 2023) to enhance their effectiveness in contributing to improved standards of teaching and learning, attainment and pupil (and staff) well-being.
5. The School Business Manager provides strategic vision and leadership to all aspects of Budget, Finance and Premises and promotes the highest standards of business ethos and the effective use of resources. The School Business Manager represents the Headteacher, as relates to delegated financial matters, within the Local Authority and other agencies: advising, recommending and making delegated decisions.
6. The School Business Manager has responsibility for the school site and its resources, maintaining and seeking to develop them in line with action plan priorities
7. The School Business Manager when on site during the school holidays is a first point of contact for issues arising

DUTIES

Leadership & Strategy

1. To provide strategic vision and leadership to all aspects of operational management of the school including budgetary, financial, administrative and Premises management.
2. To be accountable for the management of the school's budget (£8-9m as at Nov 2023), ensuring that it is managed effectively, delivers value for money and meets legal requirements.
3. To be accountable for ensuring that the school meets the requirements of any national financial standards for schools and operates in accordance with the London Borough of Redbridge (LBR) Standing Orders and Financial Regulations and Procedures.
4. To provide expert advice on the budgetary implications of government initiatives such as academy and multi-academy trust status, the national funding formula, employer pension contributions etc., planning proactively for anticipated change
5. To lead on the development of a team culture in which all staff and contracted service providers are committed to the school's aims and involved in meeting the school's agreed objectives and targets.
6. To lead proactively for the continued professional development of support staff
7. To provide (or where appropriate procure) advice for the Headteacher on all legal, public, statutory and marketing matters.
8. To lead, plan and manage change in accordance with the School Development Plan.
9. To be accountable for the production of accurate and effective management information, including all statutory returns, meeting all statutory deadlines
10. To lead on GDPR strategy at Woodford, ensuring the school complies with all relevant legislation and standards
11. To ensure financial systems and processes are up-to-date, fit for purpose, efficient and legally compliant
12. To attend Senior Leadership Group, full Governing Body and Finance and Premises sub-committee meetings.

Financial Resource Management

1. To ensure the integrity of the school's financial systems and procedures and lead on all aspects of the finances in accordance with the school's Financial Procedures Manual.
2. To be accountable for the preparation of a realistic and balanced annual budget to support the School Development Plan and submit the budget to the Headteacher and Governors for approval.
3. To use the approved budget to lead, monitor and control performance and produce regular financial reports for the Headteacher and Governors, highlighting any significant variances and proposed interventions.
4. To lead on the delivery of a three-year budget plan to assist with monitoring trends and future financial planning.
5. To hold all budget holders to account for the management of their budgets by providing regular financial management information and ensuring the delivery of agree timely action to address significant variances with them.
6. To manage the SIMS FMS financial software and provide guidance and training for other users.
7. To ensure the timely generation all finance reports including regular management accounts, CFR returns, cash-flow forecasts, year-end accounts and bench-marking reports.
8. To deliver maximum income through lettings and other activities.
9. To be responsible for delivering additional funding streams for the school.
10. To negotiate contracts and manage all aspects of competitive tendering for goods and services with due regard for best value.

11. To manage the school's [non ICT] asset register (including additions and write-offs) and ensure that regular checks of assets are undertaken.
12. To advise the Headteacher and Chair of Governors if fraudulent activities are suspected or uncovered.

Facility & Property Management

1. To be responsible for maintaining a safe and secure environment for all stakeholders of the school, which complies with all health and safety legal requirements and regulations.
2. To lead on the formulation and implementation of the Premises Development Plan including risk assessment procedures and measures for energy conservation and decarbonization.
3. To develop and implement a rolling programme of improvement and refurbishment to ensure that the school is maintained to a high standard and provides a safe and effective working environment.
4. To lead on capital improvement projects & ensure appropriate levels of supervision are in place, liaising with consultants and London Borough of Redbridge contractors
5. To ensure that all building projects are conducted in accordance with contractual and statutory obligations.
6. To manage the purchase, repair and maintenance of all furniture, equipment and fittings, ensuring they meet appropriate regulations and standards.
7. To be accountable for grounds maintenance, ensuring it is undertaken efficiently and safely and with due regard for the use of hazardous substances.
8. To manage the catering and cleaning services, ensuring they are effectively monitored and provide value for money in accordance with the contract terms.
9. To ensure school insurances are commensurate with risk and comply with minimum statutory requirements and LBR guidelines.

Human Resource Management

1. To lead on the recruitment and retention of high-quality support staff and manage performance management and staff development opportunities.
2. To be accountable for ensuring that the school's staff selection arrangements comply with the statutory requirements of Safer Recruitment and ensure DBS clearance is obtained for all employees and volunteers.
3. To manage the school's maintenance of accurate and complete personnel records.
4. To manage the payroll services for all school staff including the management of overtime claims, pension schemes and associated services.
5. To be accountable for ensuring that all recruitment, equality, performance management, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
6. To lead on HR process for members of the Support Staff e.g., Disciplinary or Capability Issues, persistent absence etc.

Data Protection

To act as Data Protection Officer for the school by:

1. ensuring the School's privacy notices are in line with General Data Protection Regulations (GDPR) and data procession at the school is undertaken on a lawful basis
2. ensuring that the school regularly reviews what data it holds, where the data comes from and with whom it is shared
3. managing Subject Access Requests in line with the timescales and information requirements of the GDPR;

4. ensuring the school's consent procedures are in line with the GDPR
5. ensuring best practice processes are in place to detect, report and investigate any personal data breach
6. undertaking Data Protection Impact Assessments as required

Health & Safety

1. To lead on the school's Health and Safety and Security, advising on and devising all aspects of the appropriate school policies and ensuring that the school is compliant with local and national standards.
2. To ensure the school's Health and Safety policy is clearly communicated to all staff and consistently implemented at all times, providing training and updates as required
3. To lead on regular consultation on health & safety matters e.g. through attendance at regular Union Rep meetings
4. To be accountable for the identification and reduction of health and safety risks through ensuring systems and processes are in place (risk assessments, audits, reporting systems etc.)
5. To be responsible for ensuring the maximum level of security consistent with the ethos and activity of the school
6. To be responsible for the effective monitoring, measuring and reporting of Health and Safety issues to the Senior Leadership Group, Governors and where appropriate the Health & Safety Executive.

Line Management and Performance Management

1. To provide overall leadership and management to the full support staff and contracted service teams
2. To line manage and direct the operational duties of finance staff
3. To act as performance management lead for approximately 6 staff

All school staff should familiarise themselves with the expectations outlined in the Staff Code of Conduct (SP02.11)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time after consultation.

PERSON SPECIFICATION

Factors	Essential	✓	Desirable	✓	Assessment Method
Qualifications	<ul style="list-style-type: none"> • Relevant degree or equivalent professional qualification in finance 		<ul style="list-style-type: none"> • School Business Manager specific qualification i.e., CSBM, DSBM, ADSBM or MSc School Business Management 		Application & Certificates at selection event
Training	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development 		<ul style="list-style-type: none"> • Member of National Association of School Business Management • Up-to-date GDPR training • Health & Safety training 		Application & Certificates at selection event
Experience	<ul style="list-style-type: none"> • Managing strategic financial plans • Managing budgets, financial reporting and procurement • Management at a senior level • Managing teams • Managing change projects • Experience in leading the performance management of colleagues and / or contributing to their professional development • Business Continuity Planning 		<ul style="list-style-type: none"> • Management within an educational environment • Experience of sourcing new revenue streams • Knowledge of SIMS, FMS or similar accounting software • Managing HR • Managing premises and capital projects • Managing Health & Safety • GDPR Strategy experience 		Application form & selection event
Knowledge and Skills	<ul style="list-style-type: none"> • High level analytical and ICT skills • Ability to generate, organize, and analyse data for specific purposes • Able to deliver value for money initiatives • Able strategically to influence decision making within the organization • Strong communication and presentation skills • Ability to problem solve 		<ul style="list-style-type: none"> • Understanding of educational funding models • Understanding of promoting positive relationships within the wider school community • Understanding the importance of proactive performance management 		Application form & selection event
Personal Qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills • Willingness to challenge constructively the work of self and others in order continually to improve own and team performance • Integrity, loyalty and commitment • Strong adherence to confidentiality • Commitment to equal opportunity • Positive and flexible approach to opportunities and challenges • Readiness to take ownership of problems • Resilience and ability to work under pressure and meet deadlines • Sharp intellect • Good team player • Sense of humour 		<ul style="list-style-type: none"> • Ability to form positive networks, in school and out • Willingness and commitment to broaden links and seek external partnerships • Confidence and self-reliance to be first port of call as necessary during school holiday periods 		Application Interview Reference

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