



WOODBRIDGE HIGH SCHOOL JOB DESCRIPTION

School Business and Finance Manager

Line Manager: Headteacher

Grade: LBR17

Hours: 36 hours per week, 52 weeks.

Annual Leave: 23 days Annual Leave plus 5 days Additional Leave after 5 years of service

Location: Weekly hours can be worked flexibly, with some home working possible

Job Purpose:

- The School Business and Finance Manager (SBFM) is a member of the Senior Leadership Team and is responsible for the strategic and operational management of the school budget, and for future financial planning, ensuring legislative compliance, and maximising revenue, within the parameters set by the Headteacher and Governors.
- As a member of the SLT, the SBFM is responsible, with the Headteacher and other senior colleagues, for defining the school's strategic vision and priorities, and ensuring that these are implemented. The SBFM represents the Headteacher on matters relating to finance within the local authority and with other agencies.
- The SBFM is responsible for the management of the school premises, and all aspects of health & safety, fire safety, and security, and compliance with the appropriate regulatory frameworks.
- The SBFM is responsible for Finance, Payroll, Data Protection and HR systems management, and for securing best value contracts for the school. They ensure that available resources are maximised and used efficiently.
- The SBFM is the first point of contact in the school holidays in relation to all school issues.

Duties and Responsibilities:

As a member of the Senior Leadership Team:

1. To demonstrate an understanding and awareness of how the effective deployment of resources affects the successful running of the school.
2. To take responsibility for high quality delivery of all aspects of their own and team performance.
3. To play an active role in the day-to-day management and running of the school including doing duties and working with young people where needed.
4. To be the line manager and performance reviewer for the Finance Office and the Site Services staff as required.
5. To attend weekly SLT meetings, and Governors meetings as necessary.

Finance:

1. To ensure that robust systems and procedures to manage all the school's financial affairs are devised, operated and maintained, in accordance with appropriate financial regulations, and to ensure best value processes are always followed by all budget holders.
2. To construct, following the setting of the overall financial strategy by the Headteacher and Governors, and manage the school's budget (currently around £15m per annum) and contractual

agreements including appropriate budget virements, and reporting this to the SLT and Governors as required.

3. To liaise with the Local Authority on all aspects of the school's delegated budget and to represent the Headteacher, as this relates to delegated financial matters, within the Local Authority and other agencies. To advise, recommend and make delegated decisions.
4. To lead as appropriate in seeking best value on behalf of the school, the negotiation of new contracts, leases and tenders. These will include catering, ICT, equipment, utilities, insurance, maintenance, HR / payroll and all Local Authority services or their equivalents. This list is indicative and not exhaustive. This will include monitoring the ongoing delivery of such arrangements and contracts to achieve best value and compliance.
5. To compile and construct documentation for the Schools Financial Value Standard (SFVS) and give financial advice to staff and governors to ensure that the school achieves the National Standard.
6. To prepare and present on a regular basis to the Headteacher and SLT, Full Governing Body and Finance and General Purposes Committee, statements of the school's financial position, including estimates and projections to year-end, short medium and long-term plans and prepare the monthly budget monitoring report for Governors. To lead items and provide information and professional advice on financial, compliance, premises related, health & safety, security, pay and conditions and safeguarding matters as necessary to the Governing Body.
7. To plan and evolve strategy with the Headteacher on financial planning matters within overall budgets in order to advise Governors of the financial consequences of the short, medium and long-term decisions and options open to them, including the presentation of proposals for the more effective use of the school's resources.
8. To ensure the operation and management of effective purchasing (including tendering contracts) and procurement strategies, systems and procedures across the school, and to train staff to ensure that responsibility is delegated accordingly.
9. To compile, construct and implement the school's Finance Policy and Charging Policy, and to regularly review for approval by the Governing Body.
10. To act as an authorised signatory for orders, bank account payments, cheques, supply claims and additional hours claim forms.
11. To ensure the safe custody of all cash and bank balances and fixed assets and stocks held by the school.
12. To act as sole point of contact for Audit Services visits and to compile subsequent corrective action plans and manage their dissemination and implementation.
13. To provide financial management for all aspects of school lettings programme and to develop further opportunities for income generation and maximisation in this area.
14. To manage the completion of statutory and other returns to the Local Authority, DfE and other organisations as necessary.
15. To devise, manage and implement systems for the inventory of the school's assets.
16. To devise and implement strategic short medium and long-term plans for the efficient deployment of the Finance Office staff to meet the needs of the school.

Health and Safety, Fire Safety Management and Premises Safeguarding:

1. To act as the school's Health and Safety Co-ordinator and Fire Officer and be responsible for all systems in relation to student and staff safety.
2. To formulate, implement and monitor the school's Health and Safety Policy and Fire Policies, ensuring compliance with all relevant law.
3. To liaise with staff as appropriate on matters relating to Health and Safety and Fire Prevention, disseminating information, liaising with the Site Team to ensure compliance, keeping records of fire, evacuation and lockdown drills and alarm and emergency lighting tests.
4. To ensure regular audits of Health and Safety and Fire Safety compliance and equipment tests are carried out, and corrective action is taken where necessary.
5. To coordinate the school's safeguarding systems as they relate to the employment of staff, external lettings and the deployment of external contractors, including chairing the School Administrative Safeguarding Group (SAG) in reviewing the school's safeguarding policies, procedures and protocols, including arrangements for the approval of school visitors, safer recruitment and the hiring of the school premises.
6. To act as the school's sustainability lead, including devising, implement and manage all aspects of the school's environmental impact policies including transport and to provide professional advice to SLT and Governors as required.

Premises, Facilities and Security Management:

1. To oversee the management of the premises including its out of hours and emergency use, liaising closely with school staff, local authority staff and outside contractors to ensure appropriate usage, cleaning and repairs to the premises.
2. To ensure the proper maintenance and security of the school site and to formulate and oversee the school's security on a day-to-day basis.
3. To devise and implement strategic short, medium and long-term plans for the efficient deployment of the site staff to meet the needs of the school.
4. Under the direction of the Headteacher, to co-ordinate proposals for a school Site Improvement Plan and Asset Management Plan, propose appropriate use of the school's Formula Capital spending, liaise with professional officers, ensure appropriate documentation is compiled and submitted, and ensure contract procedures complied with.
5. To arrange for tendering procedures to be implemented for any site developments or provision of services (including catering and cleaning), when necessary, and to liaise with contractors and others as appropriate, in relation to any site developments.
6. To formulate relevant aspects of the school accessibility plan in line with DDA requirements.
7. To liaise with the school's caterers and cleaners regarding all aspects of the implementation of the catering and cleaning contracts
8. To be responsible for the school's mini-bus policy and maintenance.
9. To act as point of contact with Local Authority officers and external contractors, as required, in relation to premises matters.

HR and Payroll Management:

1. To be responsible for the management of the school's HR systems, devising policies and systems as appropriate, for recommendation to SLT and Governors and then disseminating to staff.

2. To administer all aspects of the school's payroll services and to maintain accurate records and summaries, providing advice and following up queries where necessary, and to be the school's main point of contact (including pensions).
3. To serve as the main point of contact for the school's HR and Payroll providers, including the quality assuring of these services.
4. To authorise, as an authorised signatory for the school, requests to the school's payroll provider in respect of contracts, supply claims and additional hours' claims.
5. To work with the Deputy Headteacher to develop any apprenticeship schemes in place within the support staff, including co-ordination of appropriate training and support, working with the relevant apprenticeship provider and providing day-to-day support line management and performance review to apprentices within the support staff.

Data Protection Management:

1. To act as the school's Data Protection Officer.
2. To co-ordinate the school's data protection procedures, including seeking advice and guidance from the local authority's data protection team.
3. To ensure that that school complies with all data protection regulations and oversee the local authority's annual data protection audit of the school's practices.
4. To co-ordinate the school's responses to requests for data protection information, including those relating to Freedom of Information Act and Subject Access Requests.

Liaison with the Governing Body:

1. To liaise with the Governance Professional who works with the Governing Body, providing a point of contact with the school and support to the Governing Body as may be necessary.
2. To ensure that agendas, papers, minutes, reminders and other documentation are distributed to the members of the Governing Body.
3. To ensure that actions arising from Governing Body meetings are followed up as appropriate.
4. To ensure Governors are aware of training opportunities, events and meetings, to check attendance and report to the Governing Body.
5. To maintain a central school policies' schedule. To write relevant policies, assist the SLT and Governors in their compilation of their policies, and to disseminate policies to appropriate audiences.

Generic:

1. To ensure compliance with the school's policies, personally contributing to an environment that welcomes diversity and respects individuals.
2. To undertake the necessary training and development required in order to keep up to date with developments as identified through performance management.
3. To invigilate school examinations as required.
4. To perform other such duties of a similar nature as from time to time may be required.

PERSON SPECIFICATION

Factors	Essential	Desirable	Assessment Method
Qualifications	Relevant degree or equivalent professional qualification in finance	School Business Manager specific qualification, i.e. CSBM, DSBM, ADSBM or MSc in School Business Management	Application and Certificates at selection event(s)
Training	Evidence of continuing professional development	- Member of National Association of School Business Management - Up-to-date data protection training - Health & Safety training	Application and Certificates at selection event(s)
Experience	- 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	- Management within an educational environment - Experience of sourcing new revenue streams - Knowledge of school accounting software - Managing HR - Managing premises and capital projects - Managing Health & Safety - Data protection strategy experience	Application form and selection event(s)
Knowledge and Skills	- High level analytical and ICT skills - Ability to generate, organize, and analyse data for specific purposes - Ability to deliver value for money initiatives - Ability strategically to influence decision making within the organization - Strong communication and presentation skills - Ability to problem solve	- Understanding of educational funding models - Understanding of promoting positive relationships within the wider school community - Understanding the importance of proactive performance management	Application form and selection event(s)
Personal Qualities	- 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	- 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 form, references and selection event(s)