



Job Title : School Business Manager

Responsible to : Headteacher

Job Purpose :

- To be responsible for the strategic direction and operational delivery of school support in the following areas – finance, HR, maintenance, health and safety and catering
- To have lead responsibility for ensuring all statutory requirements relating to people, property, premises and financial information are identified and fully met
- To provide strategic support to the Head teacher and Governing Body on all aspects of school business management ensuring compliance and value for money
- To develop, maintain and review appropriate and effective policies and procedures in consultation with the SLT and Governing Body
- To attend, prepare and present reports to Governing Body sub-committee meetings, and full Governing Body meetings as required
- To work with officers of the Trustee in determining policies and procedures applicable to the school's investment income and reserves
- To be the school's designated Health & Safety officer

Salary : NJC band PO8 (points 46 – 48 – currently £48,529 - £50,567) pa, pro rata

Directed Hours :

4 days per week (29.6 hrs) during school term times; 3 days per week (22.2 hrs) during school holidays. (avg 27.75 hrs / 3.75 days per week)

4 weeks' holiday + 10 bank holidays (pro rata) per annum

Additional hours of duty cover will be required outside those indicated above:

- in order to carry out job tasks commensurate with the role of School Business Manager
- when reasonably requested by the Head Teacher or Governors

1	Leadership
	<ul style="list-style-type: none"> • Act as a member of the Senior Leadership Team and attend operational meetings • Contribute to school development planning, improvement, evaluation and review • Attend major school functions when required as a member of the Leadership Group • Provide leadership, guidance and line management for administration and maintenance staff
2	Financial Management
	<ul style="list-style-type: none"> • Prepare 3 year financial plans and budgets for SLT, Governing Body and Diocesan Finance Committee • Prepare regular management accounts and forecasts • Ensure that the school has appropriate financial systems and accurate records, and manage all aspects of the school's finances and funds in accordance with agreed policies • Ensure that there is an effective link between the school's budgets and the school improvement plan • Oversee banking arrangements • Liaise with external auditors during the annual audit and at other times • Implement effective financial controls and ensure value for money is achieved • Negotiate and monitor service contracts to ensure best value • Maintain the school's asset register • Oversee lettings of the school's premises and facilities • Work with others to manage funding applications • Actively explore ways of generating additional income
3	Human Resources Management
	<ul style="list-style-type: none"> • Manage payroll services for all staff • Manage the recruitment and selection of staff, ensuring compliance with regulatory requirements • Ensure that the school has appropriate HR systems and accurate records • Maintain and develop effective HR policies and procedures • Advise on appropriate staffing levels across the school, and take action to achieve these
4	Site and Facilities Management
	<ul style="list-style-type: none"> • Monitor and organise the purchase, repair and maintenance of equipment through regular meetings with the Maintenance Manager • Ensure the school site is maintained in good order, and complies with statutory and regulatory requirements • Ensure the monitoring of regular fire evacuations, and ensure emergency procedures are current and timely • Manage the purchase, repair and maintenance of all furniture and fittings • Ensure effective risk management of the school premises • Manage major capital building / refurbishment projects, liaising with external agencies where appropriate • Lead on all issues relating to the physical environment both internally and externally, and report regularly to the Governors

5	Other
	<ul style="list-style-type: none"> • Maintain confidentiality at all times in respect of school-related matters and to prevent the disclosure of confidential and sensitive information • Undertake any duties of a similar level and responsibility as may be required by the Head teacher or Governors • Undertake training and development activities • Establish constructive relationships and communicate with other staff and external agencies • Play a full part in the life of the school community, supporting the ethos, rules and regulations

St John's School for the Deaf and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults

Person Specification – Qualifications and Experience		
	Essential	Desirable
Substantial work experience at a senior level in a similar role	✓	
CCAB or CIMA accountancy qualification	✓	
Diploma in School Business Management (or equivalent)		✓
NEBOSH National General Certificate in Occupational Health & Safety (or equivalent)		✓
Human resources and /or facilities management qualification or equivalent experience		✓
Proven ability to successfully manage cross-functional work teams	✓	
Proven ability to develop strategic and long-term plans	✓	
Experience of managing finance functions and budgets, and have a working knowledge of statutory and regulatory issues, including (but not limited to) charity finance and law, payroll and pensions, VAT and taxation, contract law, health and safety law.	✓	
Experience and evidence of managing human resources		✓
Experience and evidence of managing health, safety and facilities		✓
Experience and evidence of project management		✓
Person Specification – Skills, Abilities and Attributes		

Experience and evidence of the ability to build successful relationships with stakeholders	✓	
Experience and evidence of effective communication to a range of audiences (verbal and written)	✓	
Excellent IT skills	✓	
Knowledge of Sage line 50 software		✓
Strong analytical skills	✓	
High standards of personal conduct, credibility, honesty and integrity that inspires loyalty and trust	✓	
Ability to use own initiative and be self-motivated, and to work as part of an effective and supportive team	✓	
Creative and innovative thinker, with the ability to develop new ideas and translate these into actions and results	✓	
Ability to remain positive and enthusiastic when working under pressure	✓	
Ability to organise work, prioritise tasks, make decisions and manage time effectively	✓	
Ability to learn, understand and apply new technologies	✓	
Ability to maintain confidentiality and act with discretion and tact at all levels of contact	✓	
Ability to handle negotiations with other stakeholders	✓	
Evidence of a commitment to continuing professional development	✓	

St John's Core Values – Mission Statement in Action	Essential	Desirable
All members of the school community		
Focus on the needs of each child and respond flexibly to them	✓	
Listen carefully and communicate relevant information clearly and effectively	✓	
Respect and value everyone, and the school's Catholic ethos	✓	
Be honest, open, act with integrity and respect confidentiality	✓	
Work reliably to a high standard and within agreed procedures	✓	
Have an organised approach, plan effectively and work accurately to meet deadlines	✓	

Understand and respect the role of all colleagues and work collaboratively with them	✓	
Committed to professional development and use the learning / skill to continually improve at St John's	✓	
Always act in the best interests of the school and its pupils	✓	