



ROUNDSWELL COMMUNITY PRIMARY ACADEMY



SCHOOL BUSINESS MANAGER

Job Title : School Business Manager

Grade : Grade F - £28,809 - £32,166 per annum. (£31,099 - £34,723 full-time equivalent).

Contract : Permanent

Hours : 37 hours x 42 weeks

This is an exciting time to join our brand new Primary School in Roundswell, North Devon. Alongside the Senior Leadership Team, you will have the opportunity to shape the future of Roundswell Community Primary Academy as we grow.

Roundswell is a vibrant school, recently built and opened in September 2020. Visitors and parents speak highly of the warm and friendly welcome they receive at RCPA, with all members of the community feeling valued as part of our school family. Staff are highly committed and our work is underpinned by our vision of 'opening a world of opportunities' for our children.

The school is looking to appoint a full-time, enthusiastic and committed Business Manager with the experience, skills and initiative to play an active part in our Leadership Team. The Business Manager will be responsible for the planning and management of the school's budget, advising on financial and HR matters and also have responsibility for overseeing the grounds and building maintenance of the school buildings – with the support of our Central Trust Team.

As the Business Manager, you will be responsible for the operational management of the non-teaching elements of the school. These will include; finance; human resources (including the School Single Central Record); administration; health and safety; estates and facilities management; information technology and marketing. In addition, you will support the Senior Leadership Team with the growth plans for the school.

Your work will be challenging and rewarding in equal measure and you will be working in a school where we maintain a strong safeguarding culture. Our children are at the heart of every decision we make at RCPA and we are looking for a School Business Manager who shares our vision to build incredible futures for them through empowering them to 'open the world of opportunities' beyond North Devon.

Whilst previous school business experience would be desirable, the candidate must have excellent organisational skills, motivation, personal qualities and resilience in order to make a success of the role. Financial management experience is essential to this role, as is the ability to remain calm under pressure. An innovative style of problem solving and having a strong sense of leadership, whilst supporting parents, children and colleagues alike is also essential for this role.

Information about the role and an application pack can be found on our school website at www.roundswellprimary.devon.sch.uk

Visits to the school are warmly welcomed. Please contact Kate Fairbrother (Executive Headteacher) to make an appointment kate.fairbrother@roundswell.tarkatrust.org.uk

Completed application forms should be returned to Kate Fairbrother (Executive Headteacher) kate.fairbrother@roundswell.tarkatrust.org.uk

The closing date for applications is Wednesday 29th November 2023 at 12 noon. Interviews will be held on Tuesday 5th December 2023.

Our school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share the same commitment. This position is subject to an enhanced DBS check.



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SCHOOL BUSINESS MANAGER

SALARY: £28,809 - £32,166 per annum.
(£31,099 - £34,723 full-time equivalent).

CONTRACT: Permanent

HOURS: 37 hours x 42 weeks

Description

Strategic lead with oversight for finance, human resources, all other resources, commercial activities, H&S and the development and implementation of efficient, sustainable, compliant and quality assured school business operations.

Key Competencies

- Provide a strategic vision and leadership of a wide range of teams to secure school improvement.
- Alongside the Executive Headteacher, ensure the school staffing, structure, infrastructure and resources continue to meet the aspirations for school improvement.
- To support senior leadership colleagues with effective risk management, through raising awareness, strategic planning for risk mitigation
- Responsible for strategic budget management to ensure sustainability.
- Responsible for day to day compliance with finance policy and ensuring effective deployment of resources; achieving best value for money.
- Responsible for compliance with legislation including health and safety, data protections, employment law, supporting students with medical conditions.
- To ensure a continual focus on school improvement through research and new developments that add value, improve efficiencies, improve quality, reduce carbon footprint; or enrich the experience for students and staff of Roundswell Community Primary Academy and its wider community.
- To lead the Senior Leadership team in developing and delivering support services, reducing risk and optimising efficiencies to achieve excellence in the TLP defined standards.

Reporting to: Head Teacher

To work under the direct instruction of the Executive Headteacher in accordance with the conditions of service. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the school's strategic improvement plan and in consultation with the post holder.

Core Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Executive Headteacher in her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

Leadership and Strategy

1. Attend Senior Management/Leadership Team meetings
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan and the Trust
5. To lead and manage all administrative and caretaking/ cleaning school support staff
6. Establish systems to monitor and audit technology within the school, liaising with IT support staff to strategically plan
7. 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
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

HR

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.
2. Ensure the school's equality policy is clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. Manage recruitment, performance management, appraisal and development for all admin and site support staff.
5. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
6. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
7. Monitor the way policies and procedures are actioned and provide support where necessary

8. Seek and make use of specialist expertise from the Trust's HR lead in relation to HR issues
9. Evaluate the school's strategic objectives and obtain information for workforce planning
10. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
11. To manage all absence records for staff, conduct back to work interviews with staff as directed by the Executive Headteacher
12. To manage all HR administration processes for the school
13. Ensure the school are fully compliant with current Keeping Children Safe in Education guidance in terms of Safer Recruitment practices and maintenance of staffing records and the Single Central Record and ensuring compliance
14. To organise the provision of supply cover where necessary and inform relevant staff
15. Manage requests under the School Staff Leave & Absence Policy referring up where appropriate including maintain records of annual leave for Caretaker and Long Service Days for support staff
16. Prepare and submit the Workforce census return

Finance

1. Evaluate information and consult with the Senior Leadership Team and Trust Central Team to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Executive Headteacher and Trust for approval and assist the overall financial planning process
3. Prepare and monitor the school budget in consultation with the Head Teacher and Trust using the Accounting Software
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Executive Headteacher of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information regularly, meeting with the Executive Headteacher and Trust team
8. Advise the Executive Headteacher and Trust if fraudulent activities are suspected or uncovered
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and premises management plan (including the swimming pool) and will forecast future year budgets -prepare and monitor 3-year budget forecasts to anticipate future trends and priorities for development using the Budget Planning Software
10. Identify additional finance required to fund the school's proposed activities and present accurate costings to reflect these
11. Seek and make use of specialist financial expertise where required
12. Maximise income through lettings and other activities
14. Present timely and fully costed proposals, recommendations or bids
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
16. Monitor the effectiveness and implementation of agreements#
17. Provide timely budgetary information to the LGB

18. Ensure correct and robust financial controls and procedure are in place in accordance with the Trust's Financial Policies
19. To attend SLT and LGB meetings to present financial information as required
20. To administer, prepare and make returns as required by the Tarka Learning Partnership, LA, ESFA and other outside agencies
21. Liaise with internal and external auditors as necessary
22. To oversee all financial procedures and resolve problems, including:
 - Ensuring best value practices are followed
 - The ordering, processing and payment of goods and services provided to the school in a timely manner - Maintaining an asset records as required by the Trust
23. Oversee income collection processes
24. Check banking by Administrator
25. Monthly reconciliation of petty cash and charge cards
26. Ensure staffing figures are kept up to date to inform budget planning,
27. To administer staff pay records and check reconciliation reports, investigating differences when necessary.
28. To review annual provisions for staff absence insurance
29. Administer claims under staff / RPA Insurances scheme
30. Review insurance needs with Executive Headteacher
31. To review meal prices and nursery fees annually and make recommendations to the LGB
32. Prepare the pupil census returns with the support of the Administrator, ensuring accuracy of data to inform future school funding levels. Oversee Nursery headcount and ensure that information is timely and supports accurate levels of funding to the school

Administration Management

1. Manage the whole school administrative function and lead all support staff.
2. Design and maintain administrative systems and processes that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DfES, LEA, ESFA and Trust Central Team and other agencies and stakeholders within statutory guidelines.
10. To liaise with the Executive Headteacher to provide PA support to the leadership team, including minute taking for SLT meetings.
11. Ensuring work is distributed effectively between staff to manage office workloads
12. To liaise with parents, staff, other schools, outside agencies and suppliers as necessary
13. Where required deal with telephone enquiries, receive visitors ensuring all security and safeguarding procedures are followed
14. To show prospective parents and visitors around the school if required

15. To establish effective working relationships with external bodies as necessary
16. To undertake other duties which may arise from time to time, to be agreed with the Executive Headteacher

Premises

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations in conjunction with the estates team and ensure safeguarding requirements are met
2. Ensure the safe maintenance and security operation of all school premises
3. In conjunction with the caretaker, manage the maintenance of the school site including the purchase and repair of all furniture and fittings, preparing the PPM (Planned maintenance) and asset management register
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance including liaison with the TLP Estates team
6. Monitor, assess and review contractual obligations for outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
8. Ensure ancillary services such as catering, are monitored and managed effectively
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
11. In liaison with the Executive Headteacher and Caretaker, prepare buildings develop plan for site and environmental development including costings
12. Ensure tendering arrangement for site projects are appropriate, manage the tendering process and liaise with outside contractors
13. To record and undertake the termly risk assessment for the school premises with the Caretaker. Report findings to SCB and Executive Headteacher.
14. To liaise with Caretakers re. contractor's visits and Annual Maintenance Schedules and ensure reports are uploaded to Parago and actions addressed
15. To manage with the Executive Headteacher the premises development cost centres.
16. With the Executive Headteacher develop job specifications to obtain quotes from contractors
17. To line manage the caretaking and cleaning team, ensuring QC processes are followed and high standards are delivered.
18. To keep an up to date register of Key Holders and maintain a key register
19. To maintain an IT asset management plan including registration, auditing and tracking of devices

Health and 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.
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 Leadership Team and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
10. To monitor, identify and manage Health & Safety issues and maintain appropriate checks and documentation including those for compliance
11. To work alongside the caretaker to ensure Health and safety documentation is uploaded to Parago
12. Plan, instigate and maintain records of staff training, fire practice and alarm test with the Caretakers
13. Ensure the health & safety policy is available to all staff
14. Ensure the health & safety policy is implemented at all times, put into proactive and is subject to review and assessment at regular intervals or as situation change
15. Prepare for TLP Health and Safety review, ensuring actions are addressed in a timely manner.
16. Provide annual health & safety updates and awareness at whole school training events
17. Ensure systems are in place to enable the identification of hazards and risks assessments
18. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Executive Headteacher and where appropriate the Health & Safety Executive

School Community Board

1. To act as the clerk to the School Community Board (SCB).
2. To prepare and distribute agendas for the SCB.
3. To take notes at the SCB meetings and distribute to committee members.
4. Attend training as and when necessary to perform the clerking role.

Team Management

1. To lead and manage the administration of the school, including recruitment, appointment, induction, appraisal and development of office staff to create a high-performing team who understand their role and the contribution they make to the overall success and effectiveness of the school.
2. To lead and manage the Caretaker and indirectly the cleaning team.
3. To lead and manage the Catering Manager and indirectly the kitchen team.
4. To lead and manage the team of Meal Time Assistants.
5. Liaise with the SLT over team performance and areas for development

Management Information Systems and Data Protection

1. To manage relevant MIS system including user setup for new staff
2. Manage year-end processes in MIS and new year structure set up with Administrator

3. Oversee end of key stage test data submission with Administrator
 4. To over-see maintenance of pupil's records including production of CTF forms, admissions register and admission forms by the senior admin lead
 5. Ensure administration processes are fully GDPR compliant
 6. To manage the school's computerised administrative systems and advise the Head Teacher on use/development of Admin specific systems
 7. Liaise with ICT Network supplier on issues and book onsite visits/repairs and new staff accounts
- Oversee and maintain the electronic calendar to be shared with all staff
8. To be the School's GDPR lead, ensuring data management and sharing is robustly controlled and reporting and dealing with any GDPR breaches

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> ◦ 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 		<ul style="list-style-type: none"> ◦ References
Experience	<ul style="list-style-type: none"> ◦ 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 	<ul style="list-style-type: none"> ◦ Previous work in Primary academies ◦ Experience of premises management and managing Health and safety compliance in the workplace 	<ul style="list-style-type: none"> ◦ References
Practical Skills	<ul style="list-style-type: none"> ◦ Good organisation and an ability to prioritise ◦ Ability to co-ordinate budget preparation, budget monitoring and final accounts ◦ High level of IT skills 		<ul style="list-style-type: none"> ◦ Interview
Communication	<ul style="list-style-type: none"> ◦ 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 ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English 	<ul style="list-style-type: none"> ◦ Experience with challenging and vulnerable clientele 	<ul style="list-style-type: none"> ◦ Interview

Personal Qualities	<ul style="list-style-type: none"> ◦ Able to work under pressure in a busy environment. ◦ Ability to deliver work with clearly defined deadlines ◦ Ability to work effectively with others ◦ Professionalism in challenging situations 		◦ Interview
Strategic Thinking	<ul style="list-style-type: none"> ◦ 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
Technology / IT Skills	◦ Highly efficient in using MS365 applications/ G-suite, Excel, FMS/ Access, Bromcom MIS systems and problem solver, strategic thinker and planner	◦ Work with Catering and Nutritional analysis packages	◦ References
Education and Training	<ul style="list-style-type: none"> ◦ BTEC General Business (equivalent to NVQ 4) ◦ 5 GCSEs at grade C (grade 6 or higher in maths) and A Levels ◦ Health & Safety certification 	CSBM/ Level 4 School Business administration	◦ References
Equal Opportunities	◦ The Tarka Trust and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		◦ References

The job description is current as at October 2023. In consultation with the post holder it is liable to variation by the Tarka Learning Partnership to reflect actual, contemplated or proposed changes in or to the job.