**Trinity School, Sevenoaks**

**School Business Manager Job description & Person Specification**

Job Title: School Business Manager

Responsible to: Headteacher

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The School Business Manager will be part of the School’s Senior Leadership Team and will be responsible for leading and managing the Finance, HR and administrative functions of the school.

In particular:

* To organise, manage and supervise the administrative and financial systems within the school.
* To contribute to the planning, development , monitoring and reporting of support services and management of support staff
* To direct the financial planning and management within the authority levels provided by the Board of Governors

Duties and responsibilities together with competencies and skills required of the post holder are set out within each of the following key responsibility areas.

* Financial Planning
* Financial Monitoring
* Business Planning
* Payroll
* Buying/Ordering
* Asset Control
* Insurance Arrangements
* Estate management
* Pupil admissions Year 7 - 11

**Specific Responsibilities**

Financial Planning

The School Business Manager will in conjunction with the Headteacher, Deputy Headteacher (Pastoral) and Deputy Headteacher (Academic):

* Prepare the three year financial plan
* Prepare the annual budgets as part of the three year financial plan and ensure the agreed budget is delivered
* Prepare the financial reports, estimates and completion of financial returns as required by Trustees, DfE, Companies House and Charities Commission.
* Plan and monitor the cash flow of the Academy and implement creditor and debtor policies and procedures
* Ensure the effective operation of financial control and ensure value for money in all expenditures
* Develop appropriate financial regulations and guidelines and work with budget holders to ensure compliance
* Devise appropriate accounting procedures to control, monitor and disburse the budget, including routine financial arrangements
* Develop and keep updated the computer based financial and management accounting systems
* Undertake regular benchmarking comparison exercises and ensure Integrated Curriculum and Financial Planning (ICFP) concepts are embedded in the Trust.

Financial Monitoring

* Prepare monthly management accounts for the Headteacher
* Report to the Leadership, Finance Committee and Trustees on all aspects of Trust finance, business operations and audit to facilitate effective decision-making.
* Attend all relevant Governors meetings and ensure they are given all the necessary information, both at the meeting and in advance papers, to discharge their duties effectively.
* Prepare financial and management accounts, audited where delegated to do so, for The Trinity School Sevenoaks Board of Governors, Sevenoaks Christian Education Trusts (SCET), and the senior leadership team.

Business Planning

The School Business Manager will in conjunction with the Headteacher and Deputy Head Teacher:

* Liaise with funding agencies to identify and secure additional funding
* Identify potential funding opportunities, agencies, government initiatives etc and ensure income generation from both diverse and obvious sources.
* Work with the leadership team to maximize income generation, financial growth and profile services.

Payroll

* Make arrangements for an effective payroll system and ensure compliance with all relevant legislation.
* Ensure reports and returns as requested on payroll payments made including PAYE, expense payments, National Insurance, pensions and any other relevant payments are prepared.
* Ensure all government returns are submitted accurately and on time.
* Be responsible for all personnel matters relating to salary and HM Revenue and Customs queries and ensure these are dealt with efficiently and in the appropriate timescales.

Buying / Ordering

* Prepare and implement policies concerning the buying and ordering of all supplies and services. Ensuring all procurement complies with Government procurement process and achieves value for money.
* Monitor the operation of policies concerning buying and ordering and prepare such reports as may be required.

Asset Control

* Ensure accurate records are kept of all school assets.
* Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of school assets.
* Prepare as part of the three year plan a detailed capital purchase programme.

Insurance Arrangements

* Make arrangements for insurance cover as required.
* Liaise with brokers/Insurance companies regarding claims, dealing with all correspondence and communications.
* Have oversight of all visits ensuring that necessary paperwork is completed to enable insurance cover to be obtained.

Estate Management

* Oversee and advise the leadership team on all matters relating to the development, funding and management of capital works on the site.
* Oversee the effective management and maintenance of the shared use areas of the school site, grounds and buildings.
* Ensure that Catering services, Hiring of Facilities, Maintenance Programmes and Service Level Agreements function effectively within the budget.

Human Resources

* Implement and maintain the school HR policies and procedures ensuring they are embedded across the school.
* Establish and manage an HR service that will manage general HR matters including the implementation and administration of recruitment, contracts of employment, staff attendance, staff discipline and the maintenance of confidential staff records.
* Support the Headmaster in regular meetings with Professional Association Representatives.

Leadership

* Assist the Senior Leadership Team in the preparation of the annual plan
* Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times
* Collaborate with, advise and assist heads of department or SLT members generally in the performance of their duties, in relation to operational matters, regulations, protocols, processes etc
* Drive improvements in the school in line with the school development plan.
* Proactively implement the policies and procedures of Trinity School Sevenoaks

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * A degree – ideally in accountancy, business management or a related discipline | * A School business management qualification |
| **Experience** | * Experience of supporting the senior management team/leadership team of an organisation * Experience of leading the budgetary management and control within an organisation * Experience at a management level in an administrative environment * Experience of working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups * Experience of managing and motivating staff | * Experience of working in a similar role in a free school or academy * Experience of working with young people within the community or a school setting |
| **Knowledge** | * Knowledge and experience of a variety of financial management systems * Understanding of school management issues, including the role of the governing board * Understanding of Business Development Strategies | * Knowledge of IRIS Financials * Knowledge of SIMS * An understanding of the Academies/Free Schools agenda * An awareness and understanding of key issues in relation to procurement, contracts, risk assessment and traded services to schools * Understanding of Estate/Facilities Management |
| **Skills** | * Commercial and business acumen * Evidence of Continuing Professional Development * Excellent IT skills * Ability to create reports to monitor KPI’s * Skilled in the presentation of documents for professional audiences * Excellent written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Highly developed interpersonal skills * Ability to use initiative and prioritise work * Highly developed planning and organisational skills * Accurate and well organised approach to work * Ability to interpret legislations and regulations * Ability to meet and manage competing deadlines * Commitment to Equal Opportunities | * Ability to use a range of finance/school specific packages |
| **General/**  **Personal Qualities** | * Commitment to high professional and personal standards * Respect for young people and their needs * High levels of motivation and commitment * Analytical and flexible thinking * Concern for individual and team needs and the ability to cater for both * Awareness of the importance of confidentiality * Capacity to remain calm and to cope under pressure * Ability to contribute greatly to the wider life of the School * Strives for excellence in every aspect of school life |  |

Signed: ……………………………………………… Employee Name: ………………………………….