



## **St Michael's Church of England Schools' Federation**

### **Job Description: Business Manager**

**Grade: Kent Range 8**

**Responsible to: Executive Headteacher**

#### **Purpose of the Job:**

To be responsible for the financial management and human resources administration of St Michael's Church of England Infant School and St Michael's Church of England Junior School, supporting the Senior Leadership Team in the delivery of the Federation's vision.

#### **Key duties and responsibilities:**

1. To be responsible for the business and financial management of resources.
2. To perform all human resources administration, liaising with external personnel and payroll providers.
3. To monitor, plan, develop and design support systems and procedures which may include finance, HR and facilities management.
4. To line manage the office and premises staff.
5. To assist the Executive Headteacher and Governing Body with income generation activities and in promoting and marketing the schools.
6. To produce, analyse and evaluate financial data and provide detailed reports and information as required to the Senior Leadership Team, the Governing Body and outside agencies.
7. To attend termly Governing Body meetings and present appropriate reports.
8. To manage the procurement process, including securing appropriate service contracts, licences and insurance.
9. To manage UK GDPR compliance.
10. To contribute to the development of policies for school support function.



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### Person Specification: Business Manager

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Level 3 Diploma (or equivalent) in accountancy and finance.</li> <li>• <b>Desirable:</b> Certificate of School Business Management (CSBM).</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant experience in administrative / finance roles.</li> <li>• <b>Desirable:</b> School experience in a similar role.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.</li> <li>• Requires skills for the motivation of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g. contracts, HR.</li> <li>• Strong interpersonal and communication skills – written and verbal.</li> <li>• Assured manner. High level customer service skills and professional ethos.</li> </ul>

	<ul style="list-style-type: none"><li>• Good organisation and time management skills with the ability to manage priorities and meet deadlines whilst remaining methodical and giving attention to detail.</li><li>• Initiative / proactive / 'can do' approach.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Thorough technical knowledge of day to day financial administration processes and protocols.</li><li>• Sound working knowledge of site, personnel and office administration and processes.</li><li>• High level IT skills.</li><li>• <b>Desirable:</b> Experience in using Arbor, SIMS FMS and Budget Planning Software (BPS).</li></ul>