**School Leadership Roles**

**JOB DESCRIPTION – School Business Manager**

**Palm Bay Primary School**

**Post: School Business Manager**

**Salary:** EKC 6.4 - £39,548 Pro-rata (37 hours a week, 41 weeks a year)

**Responsible To:** Headteacher

**Summary of Post:** To provide strategic leadership of the school’s support services, taking accountability for their effective operation and service improvement. The post holder will be a member of the senior leadership team, bringing a business-like approach with an emphasis on partnership and collaboration.

# Tier of role: School Leadership

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| **Key descriptor: Professional**  **Scope of role:** Established professional, responsible for advice and service delivery with whole-school impact. Strategic focus and influence, with accountability for the management of resources (people, finance, provision/service), ensuring compliance and performance levels are met.  **Autonomy:** Manages and delivers complex areas of work, interpreting and advising on policy and practice.  **Knowledge of role:** Professional knowledge (Level 5+) combined with extensive work experience in a specific field and understanding of wider implications of remit.  **Skills – Technical & Practical:** As above.  **Qualifications/Experience:** Level 5+ in a specific relevant field and broad in-depth experience relevant to the role.  **Supervision of others:** Line manager  **Management by others:** Part of School SLT, minimal supervision required, takes complex decisions within a specialist area. |

# Key Responsibilities:

1. Be a member of the senior leadership team and work collaboratively with the Headteacher and others on the delivery of strategic projects
2. Ensure high-quality service provision across the school’s support services, actively seeking out and recommending improvements to effectiveness, efficiency and value for money in children’s best interests
3. Develop and manage stakeholder relationships, championing collaboration and partnership, supporting the leveraging of benefits for children and staff and the Trust
4. Line manage team members effectively ensuring performance and services meet need, and support their professional development
5. Be accountable for all aspects of compliance, health and safety and safeguarding in all aspects of the service, ensuring the school meets its statutory obligations

# Specific Duties:

* Responsible for the financial planning, forecasting and expenditure of a large school budget.
* Develop and lead the school’s marketing strategy, including website, communications and organisation of events and open days
* Responsible for advising the senior leadership team on relevant matters, and the content and submission of relevant information to the governing body and outside agencies
* Manage procurement and contract lifecycle, ensuring best value and the school has the licences, insurances and resources it needs to meet its statutory obligations and deliver the best in children’s education
* Responsible for securing relevant sponsorship and partnership arrangements (e.g. lettings) adding value and financial benefits to the school
* Lead on policy management to deliver school support functions, setting up a framework to ensure the smooth operation and timely delivery of all school support functions, in consultation with the operational needs of the school
* Lead of Health and Safety and compliance matters, ensuring strategic planning for site maintenance and development

# General Duties and Responsibilities:

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.
5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*

*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.*

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| Line manager’s signature: |  | Date: |  |
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| Postholder’s signature: |  | Date: |  |

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|  | **PERSON SPECIFICATION**  **Tier of Role: School Leadership** | **Application** | **Interview** | **Shortlisting Weighting** |
| **Qualifications and Training** | | | | |
| 1. | English and Maths Level 2/ GCSE A-C Grade or Grade 4 . |  |  | 6 |
| 2. | Knowledge and skills equivalent to National qualifications Level 3/ A Level. |  |  | 6 |
| 3. | Level 5 or above in specific relevant field. |  |  | 4 |
| 4. | Evidence of recent, continual professional development. |  |  | 4 |
| **Experience** | | | | |
| 1. | Successful experience in business/operations management role and able to lead in a dynamic environment. |  |  | 6 |
| 2. | Proven experience of effectively managing a support function. |  |  | 6 |
| 3. | Proven organization and administrative skills, including minute taking and report writing. |  |  | 6 |
| 4. | Proven experience of successful line management and staff development |  |  | 4 |
| **Skills and knowledge** | | | | |
| 1. | An excellent relationship builder and communicator, including oral and written communication and effective listening; able to communicate at all levels |  |  | 6 |
| 2. | Highly competent managerial skills. |  |  | 6 |
| 3. | Adopts a customer-focused approach, is proactive, adaptable, and flexible; remaining calm when working under pressure. |  |  | 6 |
| 4. | Excellent organizational skills and the ability to prioritize workload with competing demands and complexities, adhering to strict timetables, ensuring that all relevant parties are kept fully abreast of developments |  |  | 6 |
| 5. | Ability to work with tact and confidentiality. |  |  | 6 |
| 6. | Attention to detail but also able to stand back and see the bigger picture. |  |  | 6 |
| **Personal Qualities** | | | | |
| 1. | Act with professional integrity and diplomacy at all times  at all times. |  |  | 6 |
| 2. | A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust and school |  |  | 6 |
| 3. | Commitment to own learning and development and desire to share skills and practice with others. |  |  | 6 |
| 4. | Robust, resilient and calm under pressure; resilient to peripheral issues, focuses on the task and strives to deliver |  |  | 6 |
| 5. | Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position |  |  | 6 |