



Sir Roger Manwood's School

School Business Manager

Salary: KR13, Full time, permanent



A friendly and dynamic mixed grammar school in Kent where staff and students thrive.



Welcome

SRMS is a great place to work and teach – it is a friendly, dynamic school where both staff and students thrive because they are highly valued.

We are looking for an enthusiastic and well-qualified School Business Manager to lead the school's operations, including Finances, Site Management, Catering, HR, Health and Safety, ICT, Compliance, Marketing and Communications, and Risk and Administration.



Our students are bright, able and eager to learn, and due to our environment of excellent behaviour, teachers are able to teach their subjects to a high level. We are preparing to embark on a new strategic development plan for the school, which values a rounded education that not only delivers outstanding academic outcomes but also encourages participation in the wider life of the school and development of skills or life, including leadership, collaboration and independence.





The School

Sir Roger Manwood's School is a mixed grammar school, with approximately 1000 students of which around 260 are in the Sixth Form.

The school enjoys an excellent reputation locally and is preparing to embark on a new five-year development plan, which includes ambitious plans to develop the Sixth Form Centre, as well as on-going development of the school site.

Situated in the medieval town of Sandwich, the school enjoys a beautiful setting with spacious grounds and a mixture of old and newer buildings, which include a sports hall, gymnasium, science laboratories and the Grange Sixth Form centre. There are playing fields across from the main site where school teams compete and local clubs rent the space outside of school time.





Job Description

Sir Roger Manwood's is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

JOB PURPOSE

Working alongside the Headteacher, the School Business Manager is responsible for the leadership and management of the school's operations, including Finances, Site Management, Catering, HR, Health and Safety, ICT, Compliance, Marketing and Communications, and Risk and Administration.

The School Business Manager is the leading support staff professional and works as part of the School Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the school meets its educational aims. They will promote the highest standards of business ethics and ensure the most effective use of resources in support of the school's learning objectives.

MAIN RESPONSIBILITIES

1	Leadership & Strategy
	<ul style="list-style-type: none"> Responsible for all aspects of business leadership in the school, working directly and through staff Working alongside the Headteacher to lead on all financial matters to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff Negotiate and influence strategic decision making within the school's senior leadership team (SLT) In the absence of the Headteacher, take delegated responsibility for Financial and other decisions Plan and manage change in accordance with the school development/strategic plan. Develop, manage and lead a strong team of operational staff to deliver effective support to the school Uphold the integrity of the wider institution by supporting and assisting the implementation of Trust-wide developments and communications at local level As a member of the SLT, attend all SLT meetings and report to the Interim Executive Board and sub-committee meetings as required.



2	Financial Resource Management
	<ul style="list-style-type: none"> • In partnership with the Headteacher, lead the overall financial planning process and manage the school's budget to ensure it is realistic, detailed and is an effective use of public funds setting balanced budgets and three-year forecasts, with links to the School Improvement Plan, following budget-setting processes. • Ensure the school's compliance to the Trust Financial Regulations, DfE Funding Agreement and Academy Trust Handbook • Ensure timely and efficient completion of accurate financial returns in connection with local funding streams from DfE or other sources • Use the agreed budget to actively monitor and control performance to achieve value for money • Identify causes of significant variance and take prompt corrective action • Propose revisions to the budget where necessary in response to significant or unforeseen developments • Identify additional finance required to fund the school's proposed activities • Hold individual school budget holders to account, with support from members of the SLT, and ensure they received regular reports and information to enable them to keep income and expenditure on track • Carry out incident investigations if a breach of the financial procedures is suspected • Present timely and fully costed proposals, recommendations, or bids • Manage the School's payroll procedures, ensuring that staff in the school are paid accurately and on time. • Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.
3	Administration Management
	<ul style="list-style-type: none"> • Oversee the management of the school administration function and lead all support staff • Develop processes that will enable value for money decisions for those managing resources • Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication • Manage and maintain policies and procedures and ensure their communication and implementation • Prepare information for publication and returns for the DfE and other agencies and stakeholders within statutory guidelines • Oversee and manage the external clerking function and the internal administrative support for all GB and sub-committee meetings.



4	Management Information Systems, IT & Data Protection
	<ul style="list-style-type: none"> • Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money • Ensure implementation of school-wide IT and Data Protection policies • Ensure resources, support and training are provided to enable colleagues to make the best use of available IT including teaching, learning, assessment systems and data protection best practice • Ensure contingency plans are in place in the case of technology failure • Ensure the management and implementation of a costed hardware refresh plan • Ensure the effective management of and timely response to local data protection issues, taking advice from the Data Protection Officer (DPO) as needed, including freedom of information requests, subject access requests, data protection breaches, data protection impact assessments and risk assessments on new data processing arrangements.
5	Facility & Property Management
	<ul style="list-style-type: none"> • Develop and maintain a school-specific estates improvement plan, informed by relevant surveys and local insight, and approved by SLT and GB • Plan, oversee and deliver significant capital projects to enhance the provision and capacity of the school, ensuring timely completion within budget. • Manage all communications relating to building projects, liaising with contractors, the IT team and relevant internal and external stakeholders as well as reporting to the GB. • Ensure the safe maintenance and security of the school premises, including the purchase and repair of all furniture and fittings • Ensure the continuing availability of utilities, site services and equipment • Ensure sound practices in estate management and grounds maintenance are followed • Monitor, assess and review contractual obligations for outsourced school services. Ensure ancillary services e.g. cleaning, etc. are monitored and managed effectively • Ensure a safe and secure learning environment for the stakeholders of the school • Line manage the Catering Manager/Catering contract • Oversee the letting of school premises to external organisations by a third party provider • Seek and make use of specialist expertise in relation to Facilities issues • Ensure compliance with policies and procedures relating to facilities and contractors.



6	Health & Safety and Risk Management
	<ul style="list-style-type: none"> • Ensure the school's emergency response plans, including evacuation, school closure and lockdown procedures, are documented and reviewed annually and in response to tests and incidents. • Act as the school's health & safety co-ordinator and fire officer • Ensure practice evacuations, practice lockdown and fire alarm tests are planned, implemented, and recorded • Ensure the local health & safety policy and procedures are implemented at all times and are subject to review and assessment at regular intervals or as situations change • Ensure regular consultation with people on health and safety issues and ensure records are kept • Ensure systems are in place to enable the identification of hazards and effective, documented risk assessment • Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, GB, and where appropriate the Health & Safety Executive • Ensure the maximum level of security consistent with the ethos of the school • Lead the annual review of health and safety, whether internal or external, and ensure all records are up to date, accurate and available. Maintain and update the audit action plan, reporting regularly to the SLT and GB • Ensure that health and safety processes and procedures are adapted and extended as required for children and adults with special educational and medical needs and disabilities. • Ensure relevant health and safety training is arranged for/issued to staff as required in line with policy and procedure • Seek and make use of specialist expertise in relation to H&S issues • Produce, maintain and review the school risk register, with input from the Headteacher, and take action to address any high-risk areas. Report to the GB.



7	Contracts and Tendering
	<ul style="list-style-type: none"> Identify additional finance required and take a lead in the sourcing, preparation and claiming of bids, grant applications and insurance claims, ensuring all streams of revenue are fully secured and accounted for Achieve the most competitive pricing for goods and services in line with policy and procedure Negotiate, manage and monitor contracts, tenders and service level agreements, to ensure that services are delivered to a high quality and support the operation of the school Ensure a school level register of contracts and list of approved suppliers is maintained and reviewed.
8	Marketing and Communications
	<ul style="list-style-type: none"> Monitor pupil numbers and report to the SLT and the GB, including in year movement and projected future pupil intake Ensure a measurable marketing plan is in place, with associated budget, actively implemented and reported against (to LGB), reflecting a risk-based approach in the extent, detail and expense of the strategy, according to current and projected demand. Ensure that marketing campaigns use the most appropriate channels and methods to promote awareness, drive student/parent leads and achieve planned student numbers Ensure the school website is kept up to date, compliant and relevant, including implementing actions arising from reviews Ensure implementation of the brand use policy, and consistent adoption of the school brand use guidelines and templates throughout the school Ensure the delivery of regular, timely and engaging social media content and other school-led communications to attract the positive attention of the school's target market Ensure appropriate transport strategies are in place to achieve the necessary geographic reach to support the Planned Admission Number (PAN). Manage transport provision and associated administrative and financial procedures where necessary to achieve this Handle and respond effectively to complaints from the school and community, where these do not relate to teaching, learning or pastoral support Work with the Headteacher and staff to develop strategies for partnerships with local business, stakeholders and community groups that enhances the relationship with the school and lead to enriched educational and motivational opportunities and/or sponsorships and awards.
9	<ul style="list-style-type: none"> To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.
10	<ul style="list-style-type: none"> To actively promote the safeguarding and welfare of pupils at all times.
11	<ul style="list-style-type: none"> Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/LGB from time to time, up to or at a level consistent with the Main Responsibilities of the job.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> Educated to degree level and have a recognised CCAB Accountancy Qualification Ideally a school business management qualification
Experience	<ul style="list-style-type: none"> Successful leadership and management experience in a school, or in a relevant field outside education Line management experience Contributing to staff development Experience in those areas outlined in the job description
Skills and knowledge	<ul style="list-style-type: none"> Knowledge of financial management High level detail awareness Some experience of finance software Demonstrable communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders Understanding of data protection and confidentiality
Personal qualities	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school Ability to work under pressure and prioritise effectively Commitment to safeguarding and equality Able to manage difficult situations effectively



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