**Job Description – SCHOOL BUSINESS OPERATIONS MANAGER**

# Job details

**Grade:** KR12

**Reporting to:** Headteacher

**Responsible for:** Business Support – Headteacher’s PA /Office Supervisor, Business Support – Finance, Business Support – HR /Cover , Site Manager and Network Manager.

**MAIN PURPOSE**

As a member of the Leadership team provide strategic leadership and management of the business operation of the school. To be responsible for the planning, development, and delivery of the business support functions within the school, including finance, HR, site management and administration support.

Oversee the effective line management of the teams responsible for the delivery of this activity.

**RESPONSIBILITIES**

1. Participate in strategic decision making as a member of the school’s Senior Leadership Team to ensure that the business service implications of all decisions are duly considered and particularly that all financial implications are rigorously explored to ensure the viability of strategic decisions.
2. Develop, implement, monitor and review appropriate strategies for the business operation of the school providing specialist and professional advice to the Senior Leadership Team and the Governing Body
3. Lead the financial planning for the school, ensuring the effective deployment, management and monitoring of resources to achieve the identified school objectives.
4. Direct and lead the Site and Business Support teams to ensure the school functions effectively and school targets are met.
5. With the head teacher, be responsible for the financial planning, forecasting and expenditure of the school budget.
6. Oversee, the implementation of financial procedures, transactions and activity within the school (e.g. requisitions and/orders, invoicing, banking and cash and accounting entries), ensuring adherence to financial regulations and providing advice on these to other staff and the senior leadership team.
7. Be responsible for the content and submission of relevant information and reports to the senior leadership team, the governing body and outside agencies, including responsible for producing annual and statutory returns.
8. Manage procurement within the school, including contract management and compliance to contractual conditions. Negotiate contracts and tenders to ensure the most efficient use of resources to ensure best value for money at all times
9. Lead on the development of school policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all school support functions.
10. Lead on devising effective marketing and promotion strategies for the school, including organisation of events and open days.
11. Ensure that the school complies with statutory requirements from the DfE, KCC, Governing Body and other agencies

**Footnote**: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**PERSON SPECIFICATION**

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.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 5 Diploma (or equivalent) or the Advanced Diploma of School Business Management (ADSBM) or Director of School Business Management / Equivalent Accountancy Qualification |
| **EXPERIENCE** | Significant experience in senior administrative / finance roles.  Experience of team leadership and management.  Experience of project management and negotiation. |
| **KNOWLEDGE** | Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities including finance, procurement, administration, management of staff in dispersed locations. |
| **SKILLS & ATTRIBUTES** | Proven strategic thinker  Develops and implements school policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations over the long term, including whole school budget preparation and planning, support service monitoring.  Interpersonal and communication skills in order to negotiate, advise, lead on behalf of school in external matters such as contracts, procurement, funding bids; regularly deals with a range of complex whole school finance and HR issues. |