**JOB TITLE: SCHOOL BUSINESS MANAGER**

**REPORTS TO: DIRECTOR OF FINANCE AND RESOURCES**

**SCHOOL: WILMINGTON GRAMMAR SCHOOL FOR GIRLS**

**WORKS CLOSELY WITH: HEAD TEACHER, OTHER SLT, AND MAT COLLEAGUES**

**SUPERVISES: DESIGNATED SUPPORT STAFF AS REQUIRED**

**SALARY: Grade 9/10  - (£29,395-£34,573)/(£33,620-£40,752) depending on experience**

**HOURS: 37 HOURS PER WEEK, FULL TIME**

**Overall Job Purpose:**

To support the strategic development of the School by working closely with the Head Teacher, the School Business Manager with responsibility for Endeavour 6th, Trust Director of Finance and Resources (DoFR) and central finance team, to enable effective decision making and achievement of School objectives.

To provide high quality strategic financial planning to ensure that the School makes best possible use of resources and is able to provide the best outcomes for pupils.

To maintain and monitor the efficient management of School budgets, along with maintaining a co-ordinating local overview of personnel, health & safety and operational premises and ICT matters in conjunction with central Trust colleagues.

To act as deputy to the DoFR in the capacity of Chief Finance Officer within the School, overseeing compliance with all relevant Academies Financial Handbook provisions in line with Trust policies and procedures.

To be responsible for maximising income generation and supporting the development of grant applications to the benefit of the School.

*As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.*

# PRINCIPAL RESPONSIBILITIES/DUTIES

**Financial Management**

• Work with Head Teacher, DoFR and relevant Senior Leaders to develop a strategic plan for the staff and resources of the School.

• Monitor and maintain up to date budget and forecast figures for the School using the Trust’s budgeting and financial software (currently PS Budgeting and PS Financials).

• Prepare and refresh a five year financial plan for the School alongside the exercise to prepare the detailed annual budget for the coming year.

• Meet with the Head Teacher to discuss monthly financial monitoring reports.

• Meet with other budget holders as necessary to discuss spend.

• In conjunction with the Head Teacher, DoFR and Head of Premises & Estates and Head of IT, support the planning and implementation of capital purchase programmes.

• Liaise with funding agencies to identify and source additional funding and identify potential funding opportunities, agencies or government initiatives to ensure income generation from both diverse and obvious sources.

• Prepare financial reports, estimates and completion of financial returns as required by the Trust Board, Head Teacher, DoFR, Trust Finance Manager and Local Governing Body of the School.

• Ensure the effective operation of financial controls within the School and ensure it receives value for money for all expenditure.

• Work with the Trust Finance Manager to manage and monitor internal recharges between Schools, Endeavour 6th and central Trust budgets, ensuring that costs are recharged on a monthly basis.

• Ensure month end schedules and timetables are adhered to in support of closedown, operated centrally by the Trust Finance Manager.

• Attend all relevant Local Governing Body meetings and ensure the necessary information is provided, both at the meeting and in advance, to discharge their duties effectively.

• Work with the DoFR and Trust Finance Manager to support audit and controls testing requirements, ensuring that information is timely and accurate.

• In liaison with the DoFR, Trust Finance Manager and other colleagues as appropriate, monitor contracts to ensure compliance, best value and timely renewal as appropriate for the School. Harmonising provision across the two Wilmington Schools where this is cost effective and across the Trust where this is relevant, in conjunction with central Trust colleagues.

• Be responsible for the management of procedures which comply with the Trust’s policies in areas of statutory requirements such as Data Protection, the Freedom of Information Act and Health & Safety, in conjunction with relevant central Trust and colleagues.

• Oversee and develop financial procedures within the School that are in line with the agreed financial regulations of the Trust.

**HR & Payroll**

• Support the strategic recruitment plan within the School, ensuring that staffing decisions are factored into the budget.

• Maintain effective communication with the Head Teacher’s PA to ensure a co-ordinated approach on HR and payroll matters in line with budgets. Liaise with the Trust’s HR Manager as necessary.

• Ensure all relevant parties are aware of changes to staffing so that relevant paperwork can be checked/updated as necessary during the year and in relation to annual pay review decisions.

• Prepare variation and amendment reports, with supporting paperwork signed by the Head Teacher in good time for the monthly payroll deadline, for submission to the Trust Finance Manager.

• Assist the Senior Leadership Team in the development of a staffing structure that is consistent with financial considerations.

**Leadership and Management**  
• Contribute to the Trust’s culture and development by:

* Ensuring that support staff are fulfilling their professional responsibilities and are carrying out their duties effectively.
* Attend leadership meetings and ensure the content and outcomes of the meetings, are reported back, where relevant, to staff.

• Prepare for and attend Local Governing Body meetings as part of the review cycle to assess the progress of financial and related matters.

• Ensure an appropriate induction is provided for new support staff and provide support for those members of staff who are new to a School environment.

• Be an active and visible member of the School’s community, whilst developing partnerships and collaboration between the Schools.

• Take a proactive and lead co-ordinating role in delivering the Trust’s Risk Management Strategy at School level.

**Use and Development of Premises**  
• To have input to the maintenance and improvement plan, with the Premises Manager, to ensure the site is maintained and developed.

• To work with the Premises Manager in relevant areas of Health & Safety to ensure that the site meets Health and Safety requirements and prepare reports to the Local Governing Body and Head Teacher for monitoring purposes.

• To monitor local delivery of centrally contracted catering operations at the School.

• To monitor local implementation of lettings under the Trust’s agreement with School Lettings Solutions (where applicable).

**Business Development**  
• Develop income strategies which add value to the School and minimise disruption from the core purpose of education.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the DoFR.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive.

# PERSON SPECIFICATION

**This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.**Essential (E): without which candidate would be rejected  
Desirable (D): useful for choosing between two good candidates  
*KEY: 1 = Application Form 2 = Interview 3 = Written Task 4 = Proof of Qualification*

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** | Undergraduate degree or equivalent relevant experience. | Recognised and relevant management /finance degree or professional qualification. | 1,4 |
| **Experience** | Applicants should have considerable financial and managerial experience. | Experience working in multi-site setting. | 1,2,3 |
| **Knowledge/ Skills** | Excellent practitioner in the operation of financial systems, records and monitoring.  Ability to work to schedules, manage & control budgets, ensure appropriate attention to detail and quality of work in all areas.  Excellent ICT skills and experience of administrative systems.  Knowledge and understanding of staff conditions of service and other personnel related matters.  Proven management skills including successful leadership of teams, delegation, target-setting and monitoring.  Excellent oral, written and analytical communication skills.  Ability to use own initiative and prioritise workload.  Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.  Consistent ability to meet deadlines and to get systems and structures in place and operating effectively.  Ability to work hard under high levels of pressure in a demanding environment.  Able to meet effectively the ever-changing needs of the Trust.  Demonstrate excellent judgement and ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities. | Experience of preparing for audits and inspections Knowledge and understanding of premises and health & safety policies and procedures. | 1,2,3 |
| **Equal Opportunities** | An understanding of equal opportunities policies. |  | 1,2 |
| **Personal attributes** | Persistence, optimism and resilience.  Excellent record of attendance and punctuality at previous employment.  Ability to deal sensitively with people. |  | 1,2 |
| **Continuing Professional Development** | Willingness to undertake additional training/staff development as appropriate. Ability to reflect on your own professional practice. | Evidence of previous continuing professional development | 1,2 |