



JOB DESCRIPTION

Job Title: Strategic Business Leader

Report to: Headteacher

Grade: Kent range 12-13 Depending on Experience

Leads and Manages: School Office, Finance Administration, Site Manager and assistant, IT Network Manager.

The Strategic Business Leader will be responsible for the strategic development of all business, financial, administrative, operational and facilities aspects of the school and will play a pivotal role in ensuring that Nexus *grows well and* continues to provide an excellent education to its students.

You will provide the overall strategic and operational management of the School's expanding finances, currently totalling in excess of £5m, which includes budgets for the school, its Observation & Assessment Unit, its satellite provision at Woudham All Saints Church of England Primary School, and the Tonbridge & Malling Specialist Teaching & Learning Service. The school also has the potential for further expansion, including a third site, over the next five years.

You will oversee the management of a multi-disciplinary team of 10+ staff on grades KR3 to KR9, with overall responsibility for the management of the school's premises, health and safety, catering contract, IT support and be a key member of the Senior Leadership Team.

Leadership and Strategy

1. To be part of the Senior Leadership Team, as the leading non-teaching support staff professional, to work alongside the rest of the Senior Leadership Team and Governing Board.
2. Negotiate and influence strategic decision making with the Headteacher and Senior Leadership Team, advising how it will affect the school operationally and the financial implications to both budget and 3 year plan, ensuring business continuity.
3. Horizon scan local and national trends that could have major risk implications, such as place planning, and provide cost-effective solutions to future proof the financial integrity of the school.
4. To benchmark the school performance against local and national data and report thereon.
5. Plan and manage change in accordance with the school development/strategic plan with extensive scenario modelling.
6. To lead on complex initiatives including capital build projects.
7. To have overall responsibility for other core business services including premises and facilities management, health and safety, IT, human resources management (non-teaching support staff), catering, lettings and administration in order to facilitate creating an outstanding educational environment for the students.
8. To provide professional leadership and management of school non-teaching support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

9. To have overall responsibility for the line management and appraisal of administrative and non-teaching support staff.
10. Attend Senior Management/Leadership Team, full Governing Board and appropriate Governors' sub-committee meetings.
11. In the absence of the Head teacher, take delegated responsibility for financial decisions

Financial Resource Management

1. To be responsible directly to the Headteacher and the Governing Board for all aspects of financial management and compliance, including strategic planning, reporting, budgeting, forecasting, annual statement of accounts, procedures, systems and controls, procurement and contract management, and risk management.
2. To scope options and develop solutions to ensure a robust annual and 3 year balanced budget plan is planned for the school, the Observation & Assessment Unit, the Tonbridge & Malling Specialist Teaching & Learning Service and any other ancillary budgets.
3. To work closely with the Headteacher, Senior Leadership Team and governors to evaluate financial information and influence innovative or corrective actions.
4. To develop and implement the School's financial strategy and to carry out financial modelling, using appropriate data, to ensure the validity of strategic decisions and allow strategic forward planning.
5. To ensure robust budgetary control arrangements are in place to enable monitoring of income and expenditure against budgets, advising of corrective actions.
6. To prepare and present monthly budget monitoring reports with commentary, within 10 working days of month end.
7. To maximise income and reduce expenditure for the school.
8. To carry out benchmarking activities to review best value for money and to make suitable recommendations for improvements.
9. To ensure that all procurement is carried out in line with the relevant financial regulations and that contracts are reviewed in line with best value principles.
10. To negotiate, manage and monitor tenders, contracts, licences and service level agreements to ensure effective and high quality delivery of services to the School and value for money.
11. Participate in regular KSENT Schools Business Forums to develop collaboration and explore potential cost savings opportunities.
12. To provide financial management and budgetary advice to the Tonbridge & Malling Specialist Teaching Service.
13. To monitor and improve the effectiveness of the deployment of resources against future business and school needs and the achievement of income targets.
14. To prepare financial plans and forecasts of income and expenditure to facilitate the management of the School.
15. To develop, implement and maintain the financial activities of the school, ensuring that they are carried out according to financial regulations and best value principles.
16. To source additional strands of funding in order to strengthen the school's financial position.
17. To manage other staff in the operation of the School's finances.

Risk Management

1. To develop and review an effective risk management strategy in order to mitigate the risks to the successful operation of the school and to ensure a safe and secure environment.
2. To ensure that the school has effective disaster recovery and business continuity plans.

Premises Management

1. To take the lead responsibility for the school's premises and buildings including their maintenance, security, development and furnishing.

2. To ensure the safe maintenance and secure operation of all activities on the school premises.
3. To report to the Headteacher and the Governing Board on the premises issues and make recommendations on the spending on repairs and any capital works.
4. To oversee the preparation of an annual plan of building maintenance and forecasts of any capital works.
5. To have oversight of both Nexus Tonbridge and Nexus Woudham, and any future premises.
6. To support building programmes by identifying appropriate funding sources, writing business cases and ensuring that implementation remains within the project scope.
7. To ensure ancillary services (such as cleaning) are monitored and managed effectively.
8. To take the responsibility for the management of lettings.

Health and Safety

1. Act as the School's Health and Safety Officer and Fire Officer; ensure that all health and safety legislation, policies and procedures are adhered to.
2. To prepare and update the School emergency plan and risk analysis.
3. To take part in regular health and safety risk assessments visits and reviews.
4. To ensure that high standards of health and safety practice are maintained and that staff are aware of their responsibility to report any health and safety issues to the Health & Safety Officer.
5. To ensure that appropriate action is taken on any health and safety issues.
6. To ensure a structure of reporting is in place at all levels, including governance regarding accountability for health and safety.
7. To deliver training on health and safety, and fire safety.

HR Management

1. To ensure all HR policies and procedures comply with legal and regulatory requirements.
2. To direct and lead the office, premises and IT teams to ensure that operational targets are met.
3. To oversee recruitment, performance management and development for office and premises staff.
4. To induct and train new non-teaching support staff.

Management Information Systems & ICT

1. To ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school and provides value for money.
2. To have overall responsibility for IT, ensuring resources, support and training are provided to enable staff and students to make the best use of available ICT, including teaching, learning and assessment systems.
3. To have overall responsibility for ensuring that the school's IT systems are well maintained and designed to enhance the teaching and learning within the School.
4. To have overall responsibility for the planning and oversight of any IT projects and maintenance updates to ensure the IT systems and IT equipment are fit for purpose and that there is no unnecessary interruption to teaching and learning.
5. To have overall responsibility that the school website is compliant with current requirements and policies are up to date.
6. To ensure relevant policies including e-safety and Data Protection for use of technology are communicated to staff and adhered to.
7. To have overall responsibility for ensuring that the school's IT systems are secure and protected against any potential cyber-attacks.
8. To ensure the School has all appropriate IT licences in place.

Catering

1. To ensure the catering provision is of high quality and offers value for money including the quality of meals, hospitality and overall service.
2. To ensure the cashless catering system is run efficiently including support for parents and cost control.

General responsibilities

1. To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
2. To stay up-to-date with the developments in the education sector and local community and to advise the Senior Leadership Team of their impact on the school.
3. To work with the Chair of Governors and Headteacher to ensure that the School complies with its statutory obligations and that the administrative support for school governance is carried out to a high standard.
4. To implement relevant themes in the School Improvement Plan and carry out monitoring visits with link governors.
To promote the school's ethos and to have a full understanding of policies and procedures and to implement plans which demonstrate an awareness of the longer term impact of the decisions being made.
5. To ensure that the school complies with General Data Protection Regulation, Data Protection, Copyright and Freedom of Information legislation.
6. To ensure confidentiality of records and information is maintained.
To take part in whole-school training programmes and be responsible for their own professional development.
7. To collaborate with all other relevant members of the staff.
8. To comply with the School's Equal Opportunities Policy.
9. To take part in whole-school initiatives and events.
10. To attend other relevant meetings as required.
11. These duties may be varied at the reasonable discretion of the Headteacher.
12. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
13. An enhanced Disclosure and Barring Service check will be carried out prior to confirming an offer of appointment.



PERSON SPECIFICATION

Job Title: Strategic Business Leader

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.

	Essential	Desirable
QUALIFICATIONS AND EXPERIENCE		
Educated to degree level or equivalent.	✓	
Holder of a relevant professional management qualification (Level 6 or above)	✓	
Holder of an accountancy related qualification	✓	
Extensive knowledge of complex financial procedures and regulations	✓	
Experience of work as a School Business Manager in a school or similar organization.	✓	
LEADERSHIP AND MANAGEMENT EXPERIENCE		
Experience of successfully leading at a strategic level within the senior leadership team of an organisation.	✓	
Must be an effective leader committed to partnership working.	✓	
PROFESSIONAL SKILLS AND ATTRIBUTES		
A strategic thinker with significant, proven business administration and management experience.	✓	
Experience of successfully leading budgetary management and control processes within a similar organisation.	✓	
Experience of managing procurement contracts for services and service level agreements.	✓	
Proven effective line management of diverse teams of people.	✓	
A flexible, efficient and analytical approach is required with the ability to resolve complex problems and work on own initiative to tight deadlines.	✓	
The ability to analyse and interpret data.	✓	
Ability to lead and manage decisively within a collaborative ethos.	✓	
Committed to safeguarding and promoting the welfare of pupils.	✓	
Experience of working effectively with a wide range of external partners.	✓	
Experience in marketing and revenue generation.	✓	

Evidence of continuing professional development.	✓	
PERSONAL SKILLS AND ATTRIBUTES		
A fluent and effective communicator with highly developed interpersonal skills, and the ability to communicate at all levels; excellent written and verbal communication, active listening and presentation skills.	✓	
Ability to create, manage and maintain effective working relationships with staff, parents, external agencies and other stakeholders.	✓	
A sense of urgency, self-motivation, positive and about change and the ability to make sound business decisions demonstrating, monitoring and delivering on commitment.	✓	
Creative, solution orientated approach; encourages contribution and challenge from others.	✓	
Creates an open and honest culture and improves the performance of others and the overall organization.	✓	
Ability to cope with conflicting demands and mange own work load, prioritizing tasks to meet deadlines.	✓	
Experience of adapting to organisational change.		✓
Ability to work both collaboratively and independently, liaise and negotiate with persuasion and credibility.	✓	
Ability to analyse and understand data and information to apply findings in a structured way and propose practical options based on the best available evidence.	✓	
Positive and self-reliant with a willingness to take on other roles and responsibilities within the team.	✓	
Ability to take personal and professional responsibility, demonstrate a positive attitude and enthusiasm for achieving team and whole school objectives.	✓	
Adheres to and encourages in others professional standards of ethics and integrity. High standards of professionalism with regard to confidentiality and discretion.	✓	
Excellent organizational and time management skills.	✓	
Empathy with the school's core aims and total commitment to equal opportunities.	✓	
Flexibility; able to work with the school outside of normal hours when appropriate.	✓	
OTHER REQUIREMENTS		
Excellent record of attendance and punctuality.	✓	
Comply with safer recruitment checks including DBS and List 99.	✓	
Experience of working in partnership with other Schools / Academies.		✓