Rowhill School

Job Description: Business Manager – Level 2

|  |  |
| --- | --- |
| **School:** | **Rowhil School** |
| **Grade:** | **Kent Range 10 (£34,351-£40,405)** |
|  |  |
| **Responsible to:** | **Headteacher** |

**Purpose of the Job:**

Responsible for the planning, development, and delivery of support functions within Rowhill School: member of the Senior Leadership Team (SLT).

**Key duties and responsibilities:**

1. Business and financial management of school resources including budget / financial planning and monitoring and advice to the SLT, headteacher, governing body and external agencies.

2. Manage the school’s support functions including office staff.

3. Line management of Premises manager, Caretaker and cleaning staff, including performance management, training and mentoring systems.

4. Develop appropriate policies relevant to school support functions

5. Negotiate, manage and monitor licences, insurances (Including school vehicles) and contracts on behalf of the school.

6. Develop income generating activities including preparation of and submission of bids for funding to external agencies.

7. Responsible for the development of the marketing strategy for the school.

8. Responsible for the overall equipment ordering process.

9. Manage the delivery of extended services activities.

10. Management of facilities, including premises, lettings and liaising with external contractors.

11. Monitor and manage the health and safety compliance requirements of the school including overseeing effective contract management of compliance testing and remedial action plans as well as ensuring the school is compliant with KCC health and safety requirements.

12. To be able to support with Human Resources.

Rowhill School

Person Specification: Business Management – Level 2

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.

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **QUALIFICATIONS** | Level 4-5 Diploma (or equivalent) or having or willing to work towards the Diploma of School Business Management (DSBM). |
| **EXPERIENCE** | Management or supervisory capabilities.  Significant experience in administrative / finance roles.  Some experience of Health and safety procedures. |
| **SKILLS AND ABILITIES** | Skills for school business and finance planning, including requiring interpretation of budget planning, development of administrative & financial procedures, Involving a range of complex issues situations and problems, Able to work effectively with Budget Planning Software (BPS) & Financial Management System (FMS)  Effective organisation and coordinating skills. |
| **KNOWLEDGE** | Specialist knowledge of the range of theory and practice of business and administration management, such as finance, procurement, administration staff management acquired through extensive experience and expertise  Knowledge of policy, statute and national guidelines regarding support staff functions for the benefit of pupils.  Knowledge and understanding of Health & Safety in schools. Able to work within KCC guidelines & policies.  Keeping up to date records of all health & safety matters.  GDPR awareness. |