

Hobletts Manor Junior School – Learning and Achieving Together

SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Location Hobletts Manor Junior School

Pay Grade: M1

Employment type: 25 hours per week (to be negotiated). Term time plus three weeks (£34,106 - £38,052 pro rata)

Contract Type: Permanent

Closing Date for applications: Friday 1st February 9am

Interviews: Thursday 14th February pm

Start date: ASAP

Purpose of the Role: Manage the planning, development and delivery of the business management functions within the school. The business functions are Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management /Facility & Property Management/ Health & Safety Management of the School
The post holder would be a member of the senior leadership and work as an equivalent to an Assistant Headteacher.

Responsibilities:

- Responsible for the management, deployment and delivery of business management functions within a school
- Responsible for the financial management of school resources including working with the Headteacher in budget planning and forecasting
- Responsible for the creation and implementation of recruitment, induction, training and mentoring systems for all business management staff
- Line Management and performance appraise all staff within the business management functions
- Work with senior leadership colleagues to lead and/or manage change in accordance with the School Improvement Plan and other strategic plans
- Responsible for the development of Health & Safety within the school
- Responsible for the generation of funds
- Responsible for the management of facilities, including refurbishment, statutory compliance and income generated through premises
- Responsible for the development and implementation of business management related policies
- Negotiate, manage and monitor contracts and services on behalf of the school
- Attend Governor Resources Committee meetings to provide business management updates
- Deliver the marketing and communication strategies for the school
- Develop professional business manager communities through ongoing collaboration and networking
- Work with governors to inform and advise within the business management functions

Individuals in this role may also undertake some or all of the following:

- Manage the delivery of extended services activities
- Line management and performance appraisal of other staffing teams such as Breakfast and Afterschool clubs
- Validate information for publications and returns for the DfES, ESFA, LA and other agencies and stakeholders within statutory guidelines

Hobletts Manor Junior School – Learning and Achieving Together

- Advise senior leadership team colleagues on risk management within the school, mitigating risks to the delivery of strategic objectives
- Reporting at Full Governing Body (FGB) meetings

Knowledge	Competencies
Experience in leading and managing teams and resources	Leadership
Working at the level of Tier 3 of the ISBL Professional Standards	Mentoring
Completed or working towards Level 5 Diploma in School Business Management as minimum	Developing people
Good knowledge of ICT systems (word, power point, Excel, SIMS)	Wider thinking
NVQ level 5 minimum (or equivalent)	Project management
Level 1 Safeguarding Training	Planning and Organising
Experience of fundraising and income generation	Analytical Thinking
	Delegation