



## FULFORD SCHOOL

<b>JOB DESCRIPTION</b>	
	<b>DEPARTMENT:</b> Fulford School
<b>JOB TITLE:</b> School Business Manager	<b>POST NUMBER:</b> E4153740
<b>REPORTS TO (Job Title):</b> Headteacher	<b>Current Grade 11</b>
<b>1.</b>	<p><b>MAIN PURPOSE OF JOB</b></p> <p>To provide strategic leadership and operational management of the resourcing and development of the school, to provide the highest standards of education for the students in our community. This will involve the efficient deployment and development of the financial, physical and human resources within the school and its operating and reporting systems.</p> <p>To lead on all aspects of finance, premises &amp; facilities, IT and MIS networks in liaison with relevant members of the SLT.</p> <p>To act as a full member of the SLT.</p> <p>To have overall responsibility for all HR issues for Support Staff</p> <p>To be responsible for ensuring that the school complies with all Health &amp; Safety legislation</p> <p>To drive large capital projects from inception to successful completion.</p>
<b>2.</b>	<p><b>CORE RESPONSIBILITIES, KEY TASKS &amp; DUTIES:</b></p> <p>To be responsible for strategic leadership, development and operational management of specific aspects of the school organisation as well as contributing to all strategic discussions as a member of the SLT.</p>

	<p><b>Other Corporate Responsibilities:</b>  Attendance at school events including, where appropriate, parents' evening, school concerts and open evening.  Attendance at SLT meetings, PTA meetings and Governors' Health &amp; Safety Committee meetings.  To attend Finance Committee meetings and to regularly report budget reports and financial forecasts to this body.</p>	
<b>2.1</b>	<b>Strategic Management</b>	
		To take responsibility for the strategic planning, co-ordination and management of all aspects of school business management (finance, premises & facilities, support staff HR, administration, health & safety management, IT and MIS networks and sustainable development management).
<b>2.2</b>	<b>Financial Management</b>	
	i.	To oversee the management of all school finances (including School Fund Accounts) in line with statutory, mandatory and discretionary financial regulations.
	ii.	To lead on the preparation and monitoring of the school budget.
	iii.	To advise the Headteacher and Governing Body on budgetary matters and present financial reports to Governors' Financial and Full Governing Body committees focussing on future years' projections, benchmarking and best value. Responsible for tendering and management of capital related projects.
	iv.	To lead on the monitoring and maintenance of the financial operation of the school and to ensure it is compliant with the relevant standards.
	v.	To ensure best value in the acquisition of all services and resources including the negotiation of tenders, contracts and service level agreements.
	vi.	To maximise income generation within the ethos of the school through marketing and promotion of the campus and/or securing funds from other revenue streams including the preparation and submission of bids where relevant.
<b>2.3</b>	<b>Human Resources</b>	
	i.	To lead the support staff of 80+ colleagues and to directly line manage members of the Senior Support Staff.
	ii.	To ensure that all terms and conditions of employment are in accordance with statutory and Local Authority requirements.
	iv.	To lead and line manage the senior support staff who undertake a wide range of differing tasks and whose function is to ensure the efficient running of the whole school. To represent support staff at senior level. To manage their workload via delegation and/or allocation of work to others within the team to ensure competing demands are reconciled in the best interest of the school.
	v.	To create, develop and update job descriptions for all support staff in liaison and to lead their recruitment with appropriate members of the SLT.

		To line manage the professional development, training and performance reviews of the middle managers of the support staff.
	vi.	To be responsible for the school's adherence to relevant policies and procedures including the data protection act and other employment laws.
<b>2.4</b>	<b>Administration</b>	
	i.	To oversee all school administration and statistical returns and data.
		To lead the effective planning, development, design, organisation, implementation and monitoring of support systems/procedures/policies.
	ii.	To ensure that all computerised records/MIS are maintained.
	iii.	To act as a 'bridge' to facilitate harmonious and effective working relationships between teaching and support staff.
<b>2.5</b>	<b>Premises and Facilities Management</b>	
	i.	To strategically plan and oversee the development of the school campus.
	ii.	To have oversight of all capital projects, ensuring quality, time and budget conditions are adhered to.
	iii.	Leadership and management of the Site Manager to ensure day to day repairs, maintenance and health & safety issues are dealt with in accordance with procedures.
	iv.	Responsible for out of hours/weekend/out of term time use of facilities including co-ordinating with Community Education and the Site Manager for provision of facilities. To oversee the management of the letting of school facilities ensuring including adherence to school policies and procedures with outside parties.
	v.	To have overall budgetary control of all premises related purchases, contracts and services adhering to Local Authority Best Value and procurement regulations.
	vi.	To liaise with the Headteacher regarding the development and maintenance of the school's asset management plan.
	vii.	To be the Premises Supervisor and a personal license holder within the meaning of the Licensing Act 2003
	viii.	To coordinate the use of the site as an Emergency Rest Centre
	ix.	To ensure the effective management of the catering service level agreement with North Yorkshire County Caterers and the associated activities.
<b>2.6</b>	<b>Health &amp; Safety Management</b>	
	i.	To be responsible for the strategic development and implementation of the school's risk management policy.
	ii.	To act as Health & Safety Officer.
	iii.	To act as Educational Visits Co-ordinator.
	iv.	To lead termly H&S Advisory Committee meetings.
	v.	To report outcomes to Governors and SLT.

	vi.	To advise all staff on H&S procedures in school through the facilitation of training and induction.
<b>2.7</b>	<b>ICT</b>	
	i.	To work with the SLT to and the Systems Manager to line manage and oversee the efficient and effective delivery of all IT support.
	ii.	To advise the Headteacher and Governors on matters relating to the Management Information Systems and school network.
	iii.	To oversee the development of policies and procedures ensuring compliance with legislative requirements, appropriate standards and good practice.
<b>2.8</b>	<b>Sustainable Development Management</b>	
	i.	To work with the SLT, students, governors and parents reduce the environmental impact of the school and improve its sustainability
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b> <ul style="list-style-type: none"> <li>▪ Setting work; strategically line manage and provide pastoral aid to all support staff who carry out a wide range of different tasks on a daily basis.</li> <li>▪ Represent support staff at senior level and to governors.</li> <li>▪ Direct management of senior support staff with responsibility for appraisal, CPD and/or appropriate training and monitoring of work.</li> <li>▪ Indirect management and responsibility for the remainder of support staff (about 75).</li> <li>▪ Oversee the management of all campus related external contractors including project planning.</li> <li>▪ Direct liaison with contracts managers responsible for catering, cleaning and grounds maintenance. Ensure that contractual obligations are fulfilled and that their staff comply with school policies.</li> </ul>	
<b>4.</b>	<b>CREATIVITY &amp; INNOVATION</b> Deal with complex, wide-ranging problems daily. Use initiative in all areas (including changes and proposed changes to working practices) resulting in successful and timely agreed outcomes. Continually assess work, improving systems as necessary. Contribute to publicising and marketing of the school.	
<b>5.</b>	<b>CONTACTS &amp; RELATIONSHIPS</b> <b>Internal:</b> Be an active and strategic member of the SLT, dealing with complex, confidential and/or sensitive issues which may not be straightforward and require diplomacy and tact to resolve. Provide expertise, knowledge and advice on a regular basis to the Headteacher and governors. The postholder is accountable to the Headteacher and governors and must be able to advance and defend arguments within his/her remit regarding advice given under challenge from Headteacher and/or governors. The postholder must be committed to collective decision making and collective responsibility and accountability.	

	<p>Provide leadership to middle management and offer support and development opportunities to all support staff. A confident, calm and firm manner is required. Regular contact with all staff, students. <b>External:</b> Regular contact with parents, governors, residents, LA officers, elected members, contractors, suppliers, other outside agencies.</p>										
6.	<p><b>DECISIONS – discretion &amp; consequences</b> Making recommendation and decisions (applying expertise, knowledge and skills) is a key function of the role. Management and prioritisation of own workload and that of all support staff in line with the school's strategic aims, delegating work as appropriate. Accountable for direct campus budget. Responsible for recruitment and selection of support staff. Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines. Initiate, prepare and manage projects and proposals. Respond to any immediate problems which may arise. Use judgement to design, develop and implement/modify variations to processes and working arrangements to improve the quality of the work of the team. Use discretion when responding to enquiries so as not to commit any breaches of confidentiality. This is a high profile post within the school which engenders a duty of confidentiality, trust, care and integrity. Breaches of these duties can have an adverse effect on the reputation of the school. Failure to make appropriate and accurate decisions may mean that outcomes do not meet with expectations of projects. The quality of the decisions made will have an impact on timescales, costs etc.</p>										
7.	<p><b>RESOURCES – financial &amp; equipment</b> (<i>Not budget, and not including desktop equipment.</i>)</p> <table border="0"> <thead> <tr> <th><u>Description</u></th><th><u>Value</u></th></tr> </thead> <tbody> <tr> <td>Overall responsibility for the correct use, security and maintenance of the school buildings, grounds, plant equipment, IT equipment, CCTV equipment, machinery, vehicles, furniture and fittings.</td><td></td></tr> <tr> <td>Overall responsibility for the safekeeping and maintenance of all school records, both electronically and manually, ensuring compliance with Data Protection legislation.</td><td></td></tr> <tr> <td>Overall responsibility for the safekeeping of all legal documents, cash and cheques within the school.</td><td></td></tr> <tr> <td>Responsible for School Fund. School accounts signatory.</td><td></td></tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	Overall responsibility for the correct use, security and maintenance of the school buildings, grounds, plant equipment, IT equipment, CCTV equipment, machinery, vehicles, furniture and fittings.		Overall responsibility for the safekeeping and maintenance of all school records, both electronically and manually, ensuring compliance with Data Protection legislation.		Overall responsibility for the safekeeping of all legal documents, cash and cheques within the school.		Responsible for School Fund. School accounts signatory.	
<u>Description</u>	<u>Value</u>										
Overall responsibility for the correct use, security and maintenance of the school buildings, grounds, plant equipment, IT equipment, CCTV equipment, machinery, vehicles, furniture and fittings.											
Overall responsibility for the safekeeping and maintenance of all school records, both electronically and manually, ensuring compliance with Data Protection legislation.											
Overall responsibility for the safekeeping of all legal documents, cash and cheques within the school.											
Responsible for School Fund. School accounts signatory.											
8.	<p><b>WORK ENVIRONMENT – work demands:</b> Unpredictable with little routine, but also required to work to strict deadlines set internally or by external organisations.</p>										

	<p>Some office based work requires long periods of computer work. The role is both proactive and reactive.</p> <p><b>physical demands:</b> Office based, but requires mobility around the campus on all floors.</p> <p><b>working conditions:</b> No unpleasant working conditions. Mainly normal office environment. May occasionally undergo Lone Working.</p> <p><b>work context:</b> Low risk of abuse from some students/parents and a risk of contagious illnesses.</p>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p>Degree or professional financial qualification.</p> <p>NCSL Level 4 Diploma in School Business Management (formerly known as CSBM) – desirable but essential to complete this once in post.</p> <p>NCSL Level 5 Diploma in School Business Management (formerly known as DSBM) - desirable</p> <p>In depth knowledge of finance and accounting systems and audit procedures.</p> <p>Knowledge of Health &amp; Safety issues and legislation (IOSH Managing Safely).</p> <p>Experience in leading and managing a team.</p> <p>Knowledge of HR Management and practices.</p> <p>Knowledge of Facilities Management.</p> <p>Be an experienced negotiator, especially on contractual matters.</p> <p>Competent with commonly used software packages and specific packages relating to financial management.</p> <p>In depth knowledge of purchasing, procurement and tendering process re “Best Value”.</p> <p>Have an understanding of Data Protection and Freedom of Information issues.</p> <p>Knowledge of Safe Recruitment and Child Protection issues and legislation.</p> <p>Proactive, attention to detail with the ability to work under pressure to deadlines.</p> <p>Ability to prioritise own work and that of others in line with the school’s strategic aims.</p> <p>Ability to give clear, accurate advice.</p> <p>Ability to supervise, train and induct staff</p> <p>Excellent verbal and written communication skills are required employing above average literacy and numeracy levels.</p> <p>Be able to give attention to detail, with the ability to work under pressure to strict deadlines.</p> <p>A proactive CPD record.</p>

