**Job Title: School Business Manager**

**Location: Prior’s Mill C of E Primary School**

**Start Date: As soon as possible**

**Contract Type: Fixed Term/Permanent**

**Salary: NCF Scale 24 £33,024 – 26 £34,834 FTE (Pay Award Pending)**

**Weekly Hours: 37h**

**Working Weeks: 190 days TTO + 10 days**

**About Us:**

Prior’s Mill C of E Primary School is a very popular school at the heart of the local community. The school offers an inspiring curriculum and provides children with high achievement, confidence and strong moral values underpinned by a distinctly Christian ethos. The school joined Melrose Learning Trust on 1st May 2023.

As an inclusive Church of England primary school, we welcome children and families of all faiths and no faith, to be part of our school family which has a distinctly Christian character and ethos.

At Prior’s Mill, we encourage everyone to discover, flourish, and grow in their talents, nurturing their God given gifts and potential. We work with passion to foster a love of learning, a love of community and personal resilience. Following in the footsteps of Jesus, we are a school where kindness, forgiveness, respect and honesty underpin our words and actions.

Our school is a vibrant and inclusive educational community committed to providing high quality learning experiences for all pupils. The school has a holist approach to ensure personalised support for all pupils, striving to create an environment where every child can believe in themselves, achieve their goals and develop the skills necessary to succeed in their future.

The Governing Body of Prior’s Mill C of E Primary School is looking to appoint an experienced, proactive, enthusiastic and dedicated School Business Manager to work alongside the school’s management team and staff. We are looking for the successful candidate to take up the post as soon as possible.

We are seeking an experienced and dynamic leader with a passion for managing school operations to join out team and take the strategic lead in the administration, finance, facilities and HR services of the school with support from the Trust’s Central Finance and HR Team.

**Key Responsibilities:**

As the School Business Manager, you will be a key member of the school’s leadership team, responsible for overseeing the efficient management of the school administration team. You will play a pivotal role in advising the leadership team, managing resources and ensuring compliance with financial requirements. The role is crucial to maintaining the smooth operation of the school and will include responsibilities such as:

* Lead and manage all administrative, financial and HR services within the school with support from the Trust.
* Oversee the school’s budget in partnership with Melrose Learning Trust’s Chief Financial Officer, including the preparation, monitoring and financial reporting to the leadership team and governing body.
* Develop and implement effective policies, systems and procedures to enhance the administrative operations within the school.
* Take the lead on HR in partnership with Melrose Learning Trust’s HR and Compliance Manager, including recruitment, onboarding, payroll, sickness absence and leaver documentation.
* Ensure compliance with health and safety regulations across the school site.
* Manage, lead and motivate the school’s administration and facilities team, ensuring efficient and effective service delivery.
* Manage and ensure GDPR compliance within the school.
* Oversee and manage pupil and work force census in line with the Department for Education expectations.
* Oversee and manage the school MIS system in relation to pupils and staff.
* Carry out PA responsibilities as required for the Senior Leadership Team
* Foster a supportive and inclusive environment throughout school where everybody feels valued and respected.

**Our successful candidate will ideally have:**

* Previous experience in managing financial, administrative, and operational functions within a school or similar setting.
* A recognised qualification in Business Administration.
* Strong leadership skills with experience managing teams and working with diverse groups of people.
* Solid understanding of budget management, purchase orders, invoices and financial reporting.
* Experience in developing and implementing policies and procedures to improve efficiency and ensure consistency.
* Excellent communication skills, with ability to advise and report to senior leadership and external stakeholders.
* Proficient in using modern information management systems including Teams, word processing, excel spreadsheets and databases.
* A passion for working with children and a commitment to promoting well-being and inclusivity.
* Demonstrate patience, empathy and a positive attitude towards overcoming challenges.
* A resilient, proactive and positive nature.

**What’s on Offer:**

* A competitive salary with opportunities for professional development.
* A supportive and collaborative working environment within a dedicated team.
* A chance to make a real impact on the school’s strategic direction.
* Access to ongoing training and development opportunities at local and Trust level.
* Comprehensive benefits package, including pension contributions, wellbeing support, bike scheme, electric car scheme and Blue Light discounts.
* Networking opportunities across a geographical spread.

**How to Apply:**

If you have the skills and drive to be successful in this role, please contact school on 01642 650426. If you need any further information, please contact us at: [office@priorsmill.org.uk](mailto:office@priorsmill.org.uk)

Visits to school are encouraged, please contact us and we will arrange a time.

For more information about us, please visit <https://priorsmill.org.uk/>

**Closing Date for Applications:** Sunday 29th September

**Shortlisting:** Monday 30th September

**Interviews:** Thursday 3rd October

**Position Available:** As soon as possible

*Prior’s Mill C of E School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including an enhanced disclosure, satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. Prior’s Mill C of E Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.*

**School Business Manager Job Description**

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| **POST:** | School Business Manager  NJC Pay Scale  37hpw  190 days TTO + 10 days |
| **SALARY GRADE:** | NJC 24 - 26 |
| **RESPONSIBLE TO:** | Headteacher |
| **JOB PURPOSE:** | Ensuring that highly effective and efficient business services supporting the school’s core purpose of providing the best possible educational offer to our pupils:   * A member of the Senior Leadership Team, playing a strategic leadership role in ensuring high quality service delivery, combined with areas of operational management appropriate to the role. * To take specific responsibility for Financial and Payroll Management, Human Resources functions, Facilities management, Health & Safety, Best Value and Project Management, Statutory Compliance and reporting. * To assist with the strategic planning aspects including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available. * Ensuring that communication and data systems within school work effectively, including all systems that contain or report student data or are used to inform staff. * To be responsible for the coordination of Health and Safety and Risk Management in the school and management of any third party service contracts. * To provide vision and professional leadership for the operation and strategic delivery of administrative services and resources within the school in order to deliver enhanced effectiveness, improvement and success. * To work collaboratively with other members of the Senior Leadership Team, Governing Body and staff in achieving school’s strategic aims. |
| **ACCOUNTABILITIES/MAIN RESPONSIBILITIES** | |
| **General Duties** | * To actively promote the school’s vision and values. * Have a clear and visible presence among staff and pupils. * To establish excellent working relationships with all stake holders, providers and external agencies. * Planning, management and delivery of effective business and office functions and systems that support excellence in teaching, learning and assessment. * Sound financial planning, analysis, management and control in partnership with Melrose Learning Trust and under the direction of the CFO. * Ensure best value through procurement and contract monitoring and management. * Management of the school Human Resource, Administrative, Financial, Data and Communication functions including line management responsibility where appropriate. * Responsibility for asset, transport and facilities management, planning, including oversight of health and safety and risk management. * Responsibility for overseeing the school’s data processing, the grounds of processing and the rights of data subjects, and the accountability and transparency of data controllers under the GDPR 2018. * Support for effective governance by data sharing and reporting. * Lead on specifics events and projects as directed by or agreed with the Headteacher. * As a member of the senior leadership team, assist the Headteacher with policy making, strategic planning and evaluation, staff appointments and liaison with the Governing Body. |
| **Delivery of Support Functions** | * To be responsible for the systems and general management of the schools administrative and financial computer systems and the implementation of appropriate MIS systems. * To be responsible for obtaining the necessary licences and permissions and ensuring their relevant timelines. * Lead and co-ordinate an efficient and high-quality admin service, linked to a process of monitoring and review. * Ensure systems are in line with school priorities and meet legislative, local and national requirements. * Ensure adequate electronic and paper management information systems are in place, including effective record management and production of reports and returns. |
| **Financial Management** | * To be responsible for all matters relating to the administration of the school’s finances and to ensure such matters are handled in accordance with the financial regulations. This includes cash handling & bank reconciliation. * In consultation with the Trust’s CFO and Headteacher, develop a strategy in the preparation of the annual budget and forward planning. * To monitor the actual budget against expenditure and give notice to the Headteacher and governors of any significant variations or potential risk. * To present financial data and reports at the senior leadership team meetings, and to appropriate governor meetings throughout the year. * Responsibility for payroll changes and report checking. * Support Melrose Learning Trust with bank entries to support monthly bank reconciliations. * Support in the preparation of bids in respect of grant applications. * To prepare and submit financial returns as required by Melrose Learning Trust. * To prepare documentation necessary for annual audits. * Monitor the quality of goods and services, seek out new supplies and organise tendering processes in accordance with financial regulations to ensure the school receives value for money. * To maintain an Assets Register. |
| **Best Value** | * Endure school financial standing orders are adhered to and review the school systems to ensure value for money and cost effectiveness. * Regularly review purchasing and contract arrangements to ensure best value and provide advice on insourcing and outsourcing arrangements. * Specification and management of service contracts. * Report to the Headteacher and Melrose Learning Trust as appropriate on any of the above. |
| **Personnel Management** | * To provide leadership and guidance for relevant staff, including direct line management responsibility for the administration and premises staff. * To advertise vacant roles and support the Headteacher with job adverts, job descriptions and person specifications. * Ensuring all safeguarding requirements are met in relation to staff, governors, volunteers and visitors and that information is captured on the single central record in line with OFSTED requirements. * To maintain confidential staff records. * To be responsible for supporting professional development, appraisal and training of relevant staff including satisfactory monitoring and reporting of probationary periods. * Input staff absence and produce reports as requested by Melrose Learning Trust. * Take minutes in relation to case work hearings always ensuring confidentiality. |
| **Data Protection** | * To comply with Melrose Learning Trust policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality. |
| **Planning and Management Services** | * Lead on the Scrutiny and monitoring the facilities management contract ensuring the school receives value for money by benchmarking quality and cost of service. * Support capital planning and delivery. * To act as the school’s health & safety co-ordinator and fire officer, and lead on health and safety within the school, providing advice and support, maintaining records, arranging training and being the main point of contact for audits. * To ensure the school is maintained in a safe, clean and tidy manner through line management of the premises team. * To be responsible for overseeing the management of the purchase, repair and maintenance of furniture and fittings. * To keep records and initiate regular fire practises and alarm tests. To ensure emergency procedures are current and timely. * To conduct regular reviews of the site in order to identify health and safety issues and how they relate to pupils, staff and external third parties. * To be responsible as the Lettings Officer with regard to letting of the school premises to outside organisations and generating additional income. * To understand risk assessment tools and how to use them to establish hazards within the school and associated risk involved. * To oversee and support health and safety matters relating to school trips and visits. * Work alongside designated members of the senior leadership team to ensure the efficient administration of the school risk assessment process. * Ensure school security arrangements, including critical incident and emergency planning, are in place and appropriate. |
| **Safeguarding** | * Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate. * Responsibility for performing all preemployment safeguarding checks for new staff in line with Keeping Children Safe in Education. * Responsibility for overseeing and updating the schools Single Central Record. |
| **Equalities** | * Promote inclusion and acceptance of everyone. * Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with the respect for their diversity, culture and values. |
| **Flexibility** | * The school provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust, and school’s own local policies and procedures. |
| **Customer Service** | * The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. * The Trust requires all staff to always offer a professional level of service. |

**School Business Manager Person Specification**

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|  | **Essential upon appointment** | **Desirable on appointment** | **Evidence** |
| **Qualifications** | * NVQ Level 3 Business & Administration or equivalent | * Degree in Business Management * Financial Management qualification * Health and Safety qualification | * Application |
| **Knowledge and Experience** | * Experience of working in a fast-paced environment ensuring accuracy and efficiency when balancing multiple responsibilities and deadlines. * Demonstrate experience of working harmoniously and positively with a variety of employees and stakeholders. * Strategic financial management experience including monitoring, reporting, data input and banking. * Experience and evidence of leading and line managing a team, promoting inclusion and equality, ensuring robust appraisals and probations where applicable. * Experience of overseeing and reviewing all aspects of health and safety to ensure compliance. * Understanding of onboarding and employee life cycle and supporting in the completion of HR requirements. * Experience of supporting Senior Leaders providing advice and support, attending and input at strategic meetings and leading on project work as directed. | * Experience of working within a school * Experience of school MIS system | * Application * Interview * Tasks * reference |
| **Communication** | * Ability to verbally communicate clearly and purposefully with pupils, staff and the wider community in a way that is empathetic, understanding and informative. * Clear and precise written records/letters/emails to ensure key messages and information are understood. | * Experience of exceptional verbal and written communication with multiple external stakeholders | * Application * Interview * Tasks * reference |
| **Skills** | * Able to deliver services and systems applicable for effective school management. * Able to deliver value for money initiatives. * Able to lead teams and individuals. * Able to strategically influence decision making within school. * Able to use a range of ICT packages. * Willingness to constructively challenge the work of self and other to continually improve own and team performance. * Ability to work under pressure and meet deadlines. * Be able to establish good relationships and encourage good working practices within the whole school team. * To work effectively with outside professionals that are brought into school to enhance children’s learning. | * Demonstrate consistent and effective use of a range of appropriate strategies for admin management. * Experience of and willingness to participate in meetings * Have a proven track record of outstanding office leadership. * To have had experience of writing and developing policies and procedures which have impacted greatly on office function. | * Application * Interview * Tasks * reference |
| **Relationships with Parents and the Wider Community** | * Prepare and present informative reports to parents. * Understand the need to liaise with outside agencies responsible for pupil welfare. * Communicate effectively with parents and carers. * To be an active part in the wider community and to support the ethos of the school. * To be aware of the impact of mental health and well-being on children and staff and to be able to use strategies to support this |  | * Application * Interview * Tasks * reference |
| **Other** | * An enhanced DBS check (completed on appointment). * A commitment to engage and participate in CPD opportunities. |  | * DBS * Pre-Employment safeguarding checks |
| **Confidential References** | * Two individual references covering a minimum of 2 years working history | * Strong recommendation from both referees * Additional references for any historic educational establishments | * References |