

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: School Business Manager	Section/Location:
School: The Pines School	Grade/Salary Range: BG-F (SCP 25-36)
A5b	Working Pattern:

JOB PURPOSE

To be responsible for the management of teams, processes and projects with leadership accountability and strategic oversight of the financial and administrative functions of the school.

MAIN DUTIES AND RESPONSIBILITIES**Finance**

Ensure the effective management, reporting and recording of the schools finances, including budget monitoring, benchmarking, control and communication of financial information for decision making to a range of stakeholders.

- Effectively manage the schools budget and promote good financial management to all stakeholders.
- Develop and implement appropriate strategies to resource and deliver the schools improvement objectives.
- Influence the school's financial decisions and advise senior leaders effectively.
- Champion economy, efficiency and effectiveness across the schools budget.

Procurement

Procure goods and services on a value for money basis to support educational delivery within the context of regulatory frameworks and legislation.

- Implement an effective procurement strategy and tender management process, in line with Bracknell Forest's agreed financial processes and procedures.
- Negotiate, manage and monitor licenses', insurance and contracts on behalf of the school.

Infrastructure

Ensure the fundamental facilities and service necessary for the school to function are maintained to drive sustainability, support excellence in teaching and learning and support community engagement, including IT, grounds maintenance, resources and facilities management. Ensure all aspects of the school site are maintained to the highest standards in accordance with health and safety legislation.

- To take an active role in the asset management of the schools property.
- Support the development of the schools buildings and grounds through strategic capital planning, alongside appropriate stakeholders, to complete capital projects.
- Management of the facilities, including premises, letting and liaising with external contractors.
- Line manage the admin team
- Line manage the school's site controller and cleaning team
- Manage the Breakfast & afterschool as a whole business including the staffing team.

Human Resources

Unrestricted

Ensure regulatory and legal compliance in managing all aspects of the school staff team.

- Support the process of developing staff to ensure delivery of the schools development plan priorities.
- Evaluate the school's staff structure to ensure effectiveness and efficiency and support appropriate stakeholders to create a strong work force.

Marketing

Develop the school's marketing and communication strategy which promotes the school and defines the brand, aims and goals. Develop pupil recruitment and stakeholder engagement via appropriate communication channels and maximise income generation, including the preparation and submission of bids for funding to external agencies.

Individual in this role will also:

- Be an active member of the school's leadership team
- Contribute to the development of the school improvement plan
- Develop appropriate policies relevant to aspects of the role

Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Responsible for managing a teams of staff.

Responsible for human, physical, financial and information resources.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns raised in accordance with this policy

Unrestricted

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

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School:	Grade/Salary Range: BG-F (SCP 25-36)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training		Level 5 Diploma in School Business Management, relevant degree or experience
Competence Summary (Knowledge, abilities, skills, experience)	<p>Excellent numeracy and literacy skills</p> <p>Experience in a financial/administrative management role.</p> <p>Experience in the development, management and operation of financial management systems.</p> <p>Extensive experience of budget management and preparation.</p> <p>Experience of the procurement process.</p> <p>Knowledge of HR management issues and ability to find solutions and provide advice.</p> <p>Ability to manage the schools administrative and financial systems.</p> <p>Extensive experience in managing, leading, organising, deploying and motivating a multidisciplinary staff team or small teams.</p> <p>Able to manage school facilities and contracts.</p> <p>Skills to use and manage ICT systems and resources effectively.</p> <p>Ability to negotiate on behalf of the school (ie contracts, procurement)</p> <p>Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing.</p>	<p>Experience of working in a learning environment.</p> <p>In depth knowledge of school financial, personnel and administrative systems associated policies and codes of practice and an understanding of relevant legislation.</p>

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	<p>Ability to manage a variety of competing priorities and meet deadlines.</p> <p>Ability to formulate ideas and solutions and present them effectively to the Headteacher/Governing Body.</p> <p>Excellent decision making skills.</p> <p>Ability to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Able to persuade, negotiate and influence others.</p>	
Work-related Personal Requirements	<p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Committed to equality of opportunity</p>	
Other Work Requirements	<p>Suitability to work with children.</p>	