

SCHOOL BUSINESS LEADER

JOB DESCRIPTION AND PERSON SPECIFICATION

MAY 2022

JOB DESCRIPTION			
Role	School Business Leader		
Responsible to	Headteacher		
Responsible for	Business Team (x 6) Premises Team (x 8) Lunchtime Supervision Team (x 14) Catering Team (x 7)		
Grade	16	Scale Point	46 - 48
Hours	36 hours per week	Contract	Permanent, all year round
General Purpose	<ul style="list-style-type: none"> ▪ Strive for excellence. ▪ Provide a warm welcome to all parents, visitors, children, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day. ▪ Create a stimulating environment that encourages and supports social development. ▪ Promote the highest standards of behaviour as the norm. ▪ Act as a role model for all children. 		
Purpose of role	<ul style="list-style-type: none"> ▪ The business leader is the school's leading support staff professional and works, as part of the senior team, to assist the headteacher and the governors in their duty to ensure that the school meets its financial, educational and other compliance commitments. ▪ The business leader promotes the highest standards of practice within the business, premises, lunchtime and catering functions of the school and strategically ensures the most effective use of resources in support of the school's learning and financial objectives. ▪ The business leader is responsible for financial resource management, administration oversight, human resource management, facilities and property management, health and safety, data protection, catering facilities / management. ▪ The business leader is a nominated key holder for the school. 		
Key Responsibilities	<p>GENERAL</p> <ul style="list-style-type: none"> ▪ Attend senior management and leadership team, full governing board and appropriate governors' sub-committee meetings, reporting formally on all areas of operational responsibility outlined in this job description. ▪ Advise headteacher and deputy headteacher about strategic decisions. ▪ Plan and lead change in accordance with the school's development /strategic plan. ▪ Contribute to all aspects of the leadership and management of the school. <p>FINANCIAL</p> <ul style="list-style-type: none"> ▪ With the headteacher, lead on all financial matters to ensure the school's successful financial performance with financial decisions clearly linked to the school's strategic goals. ▪ Ensure financial and other policies and procedures are in place, agreed with governors and are properly communicated to staff and third parties. ▪ Manage the school's budget. Including 5-year budget planning, monthly monitoring and forecasting. 		

- Be responsible for the management of the school's accounting function, oversee school bank account ensuring its efficient operation according to agreed procedures and to maintain those procedures.
- Monitor all accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided.
- Work with internal and external audit, complying with their deadlines and ensuring all information is available to them in agreed formats. Report outcomes to the governing board as they become available.
- Comply with financial reporting requirements and submit statutory returns including the summary report to the LA (local authority)/ DfE (Department for Education) at year end.
- Prepare the final accounts. To provide detailed management accounts for the governors and headteacher according to an agreed schedule reporting immediately any exceptional problems.
- Be responsible for the provision of a comprehensive payroll service for all school staff, with implementation of the various pension schemes and other deductions in which the school participates.
- Prepare all financial returns for the LA and other Government agencies within the statutory deadlines to include the annual accounts and budget forecast return.
- Ensure that the pupil database (SIMS) is kept up-to-date and Census returns to the DfE are completed on time.
- Be responsible for seeking professional advice on insurance and advising governors on the appropriate insurances for the school. Implementing the approved insurances and handling any claims that arise including liaison with appointed loss adjustors. Liaising with the managers of the Risk Protection Arrangement (RPA) regarding training and risk monitoring.
- Be responsible for managing the school's VAT status. Ensure VAT is properly applied and subsequently recovered, where appropriate.
- Be the point of contact with the DfE/LA and other agencies with regard to grant applications, gifts and donations.
- Lead on procurement processes, managing tenders where appropriate including evaluating suppliers and ensuring value for money.
- Present timely and fully costed proposals, recommendations and bids.
- To negotiate and monitor contracts, tenders and for the creation of in-house services. To purchase, either directly or indirectly, the school's energy supplies.
- Seek ways to maximise income for the school through lettings and other activities.

PERSONNEL/HR MANAGEMENT

- Give advice to governors on all matters relating to salaries, expenses, sickness, leave, maternity procedures, redundancy and other matters of dismissal.
- Advise governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination, ethical and social requirements and the implementation of these policies in the school.
- Ensure that the workforce census as required by DfE is completed accurately and within the statutory deadlines.
- Ensure the efficient and timely operation of payroll processing including the management of pension schemes and associated services. With the headteacher, authorise payroll additions and amendments.
- Advise headteacher on the recruitment and selection of support staff.
- Provide HR support for disciplinary and capability issues using specialist expertise when necessary.
- Ensure compliance with employment law and adopted policies and procedures.

- With the headteacher, to conduct reviews of the school's staffing structure to ensure the effective deployment of staff.
- DATA PROTECTION COMPLIANCE**
- Monitor compliance with current UK data protection law.
 - Oversee the school's data protection processes and advise the school on best practice.
 - Advise the school and its employees about their obligations under current data protection law, including the UK General Data Protection Regulation (UK GDPR).
 - Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures.
 - Monitor the school's compliance with the UK GDPR and other data protection laws.
 - Ensure the school's policies are followed.
 - Advise on and assist the school with carrying out data protection impact assessments.
 - Act as a contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary.
 - Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including responding to subject access requests and to other requests regarding individuals' rights over their data and how it is used.
 - Report to the board of governors on the school's data protection compliance and associated risks.
 - Respect and uphold confidentiality, as appropriate and in line with UK data protection law, in carrying out all duties of the role.
 - Undertake any additional tasks necessary to keep the school compliant with UK data protection law and be successful in the role.
 - Maintain a record of the school's data processing activities and that of third party data processors.
 - Work with external stakeholders, such as suppliers or members of the community, on data protection issues.
 - Take responsibility for fostering a culture of data protection throughout the school.
 - Work closely with other departments and services to ensure UK GDPR compliance, such as HR, legal, IT and security.
- PREMISES MANAGEMENT**
- With the premises manager, be responsible for the efficient and effective maintenance of the school's site, buildings and grounds, the preparation of maintenance schedules and the efficient operation of all facilities on the site.
 - Be responsible for cleaning, including additional cleaning for lettings and events.
 - Draw up outline specification for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and appointed consultants.
 - Set priorities for maintenance and repairs including work to be undertaken by third party contractors. Periodically meeting with third party contractors to reinforce good working relationships.
 - Ensure the safe maintenance of all the school buildings.
 - Be responsible for the security of the school site including alarm systems and CCTV gate security and site access control systems.

	<ul style="list-style-type: none"> ▪ Be responsible for the upkeep of playgrounds, car parks, gardens, and land drainage. To ensure the maintenance of boundaries, footpaths, road and rights of way. ▪ Be responsible for the letting of the school premises to outside organisations and staff and for the development of all school facilities for out-of-school use with particular reference to the local community. ▪ Purchase, repair and maintain all furniture and fittings. ▪ Provide information for all capital builds and to be the point of contact for external advisors. ▪ Be responsible for preparation and submission of external bids for grant funding with a view to premises improvement. <p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> ▪ Act as the school’s health and safety co-ordinator. Champion health and Safety around the site to including advising staff and all site users; engaging with external inspection of the site; ensuring health and safety matters are dealt with in a timely and effective way. ▪ Formulate, monitor and implement the school’s health and safety policy to comply with the requirements of Health and Safety at Work Act and other legislation. ▪ Be responsible for the monitoring and implementation of the health and safety policies and procedures in the school to ensure compliance with relevant HSE legislation and best practice. ▪ Provide guidance and advice to the headteacher and governors on maintaining the necessary compliance with health and safety requirements. ▪ In co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire. Keep records of and to initiate regular fire practices and alarm tests. Be responsible for ensuring emergency procedures are current and timely. ▪ Act as the contact for all reviews and communication with regulatory bodies such as the HSE and Fire Authority. <p>POLICIES AND PROCEDURES</p> <ul style="list-style-type: none"> ▪ Maintain and update as necessary the school’s policies and procedures assigned to the business leader. To include but not limited to the following: <ul style="list-style-type: none"> a. Pay b. Health and safety c. Whistleblowing d. Gifts and hospitality e. Data protection and records management f. Financial management policy and scheme of delegation g. Charging and remissions h. Debt i. Emergency management and business continuity plan j. Fire safety and emergency evacuation plan k. Lettings l. Traffic management plan
Development	<ul style="list-style-type: none"> ▪ Undertake training and development as relevant to the role. ▪ Keep abreast of recent legislation and developments relevant to the role. ▪ Take part in any relevant staff meetings, as and when appropriate.
Other	<ul style="list-style-type: none"> ▪ Work under the direction of the Headteacher and to undertake any other reasonable duties as may be allocated by the headteacher or deputy headteacher.

PURLEY OAKS PRIMARY SCHOOL

	<ul style="list-style-type: none"> ▪ Develop and encourage positive relationships with children and staff. ▪ Be proactive within the role seeking to develop and maximise the administrative and organisational support to the school. ▪ Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour. ▪ Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required. ▪ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care. ▪ Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
Green Statement	<ul style="list-style-type: none"> ▪ Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	<ul style="list-style-type: none"> ▪ Be aware of the council's responsibilities under the UK General Data Protection Regulation and the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. ▪ Maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.
Confidentiality	<ul style="list-style-type: none"> ▪ You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities	<ul style="list-style-type: none"> ▪ The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Customer Care	<ul style="list-style-type: none"> ▪ Able to demonstrate a commitment to the council's Customer Care Policy.
Health and Safety	<ul style="list-style-type: none"> ▪ Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the School Team	<ul style="list-style-type: none"> ▪ Participate in training to be able to demonstrate competence. ▪ Participate in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Championing the professional integrity of the school. ▪ Supporting Customer Focus, Best Value and electronic management of processes. ▪ Actively sharing feedback on school policies and interventions.

PERSON SPECIFICATION			
Area	Requirement	Essential	Desirable
Qualifications	▪ Minimum grade C GCSE/O Level in English and maths or equivalent qualifications.	Y	
	▪ Degree or equivalent or job specific qualifications.	Y	
	▪ School business manager qualification.		Y
	▪ Professional human resources qualification.		Y
	▪ Professional accounting/finance qualification.		Y
Experience	▪ Significant experience in a school finance/ business administrative environment.	Y	
	▪ Leading strategic financial management and planning.	Y	
	▪ Leading on budget setting, financial reporting, procurement and fixed assets.	Y	
	▪ Experience working in a school or equivalent environment.	Y	
	▪ Leading at a senior management team level.	Y	
	▪ Leading human resources.	Y	
	▪ Leading premises including health and safety compliance.	Y	
	▪ Leading data protection compliance.	Y	
Knowledge and Skills	▪ Ability to deliver services and systems applicable for effective school management.	Y	
	▪ Negotiation, problem solving and decision making skills.	Y	
	▪ Innovative and ability to exercise judgment.	Y	
	▪ Excellent communication skills – both written and verbal.	Y	
	▪ Ability to manage and deal with complex issues.	Y	
	▪ Ability to write and present complex reports.	Y	
	▪ Ability to plan and organise their own work and manage the workload of others.	Y	
	▪ Ability to work under pressure, prioritise and work to deadlines.	Y	
	▪ Ability to resolve conflict and promote collaborative working practice.	Y	
	▪ Appropriate knowledge of first aid and safeguarding.	Y	
	▪ Knowledge of relevant policies/codes of practice & awareness of relevant legislation (e.g. confidentiality and data protection).	Y	
Other	▪ Enhanced DBS Check.	Y	
	▪ Valid visa/Right to Work in UK.	Y	
Working with Others	▪ Leadership, with ability to inspire, motivate and drive the very highest quality of service.	Y	
	▪ Collaborative, working effectively and inclusively across teams and ensuring own workforce shares effective working practices.	Y	
		Y	

PURLEY OAKS PRIMARY SCHOOL

	<ul style="list-style-type: none"> ▪ Resourceful, using information and knowledge to overcome obstacles and find innovative and successful solutions. ▪ Emotionally intelligent, especially when problem solving, negotiating, challenging and influencing. ▪ Understands the importance of working in co-operation and partnership with colleagues. ▪ Approachable, accessible and flexible. ▪ High expectations and standards of self and others. 	Y Y Y Y	
School Ethos	<ul style="list-style-type: none"> ▪ Integrity, being truthful, trustworthy and dealing fairly with people and situations. ▪ Committed to the Nolan Principles of Public Office. ▪ An ability to be a personal role model of professionalism, having high expectations of self and others. ▪ Maintains expected school standards of confidentiality at all times, and has an understanding of the legal, ethical and professional framework which prescribes when information may or may not be disclosed. ▪ Understanding of the need for equality of opportunity. ▪ Upholding and modelling our school values. 	Y Y Y Y Y Y	