



School Business Manager: JOB DESCRIPTION

Salary: £35,000 per annum, plus pension.

Position: This is a permanent post.

Responsible to: The Principal.

Reporting to: The Principal and the Chair of the Finance and Resource Committee.

Main responsibilities: To provide strategic vision, leadership and management in all areas of the academy's non-teaching systems, including finance, human resources, premises, catering, administration, data management, communications and marketing.

Version: 1.5 January 2018.

Start-date: t.b.c. No sooner than March 1st 2018, no later than June 1st 2018.

Context:

The Steiner Academy Exeter is entering its fifth year. Opened under the Free Schools programme in 2013, we are one of four publicly funded Steiner Academies (alongside Hereford, Frome and Bristol). As part of the state sector we are able to honour a commitment to Steiner education within a context of diversity, inclusion and accessibility to all.

Our school operates with a Principal and Vice Principal (VP) working within and via the School Leadership Team (SLT). The SLT includes other key staff members with mainly pedagogical responsibilities. The School Business Manager will join this team and represent all non-educational operations and issues.

The School Business Manager will lead a small team of management post holders who will provide the necessary operational support for a combination of Finance, Facilities and Administration (including HR, Admissions, Communication and Marketing). The successful applicant will be expected to contribute to any restructure of these posts following their appointment, mindful of the need for any transitional period.

The successful candidate will have excellent finance and HR management experience and strong interpersonal skills, with a proven track record in the management of a complex and demanding organisation. They will be able to show clear evidence of strategic leadership skills. Such experience would have been gained either as a School Business Manager or as a Senior Manager in a comparable organisation and/or the commercial or charitable sectors. A qualification in school business management is highly desirable (NASBM CSBM, DSBM or ADSM).

Purpose of the post

1. To ensure the smooth day-to-day running of the academy in all non-teaching areas;
2. To lead and manage the school's support teams;
3. To initiate and implement new initiatives to maintain and improve the effective running of the school;
4. To understand and interpret the implications of government policies, legislation and directives and to lead on the development of whole school strategies for their implementation;
5. To develop co-operative working relationships with other schools and organisations, including the exploration and development of School Improvement Partnerships, both formal and informal;
6. To lead on developing and implementing all non-teaching aspects of the academy's 5 year strategic and financial plans;
7. To inform, via reports and attendance, the Governing Body and its Committees, primarily via the Finance and Resource Committee.

Financial Management

1. To be responsible for the planning and implementation of the academy's financial strategy;
2. To lead the school accounting and business functions, using specific expertise in financial management, ensuring operations comply with all statutory requirements;
3. To present regular financial statements to the Governing Body on the schools' income and expenditure;

4. To produce an annual budget and report for the Governing Body, auditors and government agencies as required;
5. To manage appropriate control of budgets and budget holders to ensure that targets are met and risks managed;
6. To be responsible for the collection of income due from Local Authorities and other agencies for the support of vulnerable students;
7. To generate, maximise and co-ordinate new and existing income streams that are supportive of the ethos of the school, including site and premises letting, and to initiate and lead the research and bidding process for additional funding;
8. To lead the process of preparation, negotiation, tendering, management and monitoring of contracts and agreements of contract services always with reference to best value.

Data Management

1. To be responsible for overseeing paper and electronic filing systems for the whole school;
2. To be responsible for leading, managing and training relevant staff who use the data and admin. systems and for their provision of the highest standards of professional front line customer care;
3. To be responsible for the financial management data systems ensuring data is kept up-to-date and uncorrupted;
4. To be responsible for and communicate the strategy and relevant policies, including GDPR for use of technology across the school;
5. To ensure that data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied and ensure the school complies with GDPR.

Staff Management

1. To lead in the development and implementation of all recruitment, induction, mentoring, CPD and performance management systems and procedures;
2. To lead the school's support (non-teaching) teams;
3. To ensure that systems are in place to support staff well-being, monitor absences and provide cover;
4. To ensure compliance with all HR legislation, DBS regulations and the maintenance of the Single Central Register;
5. To be responsible for the management, maintenance, safe-keeping and accuracy of staffing records and all aspects of personnel administration;
6. To ensure that the school has effective Health and Safety systems in place and is fully compliant in all areas of H&S.

Premises Management

1. To lead the Premises Team in the development and implementation of effective systems to ensure the school buildings are clean, safe, secure, well maintained and fully compliant with Health and Safety, Fire and DDA legislation;
2. To liaise with ESFA, Contractors and others as appropriate in relation to major site works, repairs or developments, project managing developments where necessary;
3. To ensure the Health & Safety policy is implemented at all times and reviewed regularly;
4. To produce a sustainable Asset Management Plan (reviewed termly) linked to the School's Development Plan;
5. To be responsible for the academy's inventory systems and the organisation and disposal of stock;
6. To be responsible for charging and letting systems and the management of lettings.

Administrative Leadership

1. To co-ordination and running of all operations other than those directly linked to teaching and learning;
2. To assist the SLT in creating and developing appropriate policies, procedures and reports and ensuring that they are kept up to date;
3. To be responsible for completion of statutory forms and returns, including those to DfE and the Local Authority;
4. To prepare school publications and records for internal and external audiences, including management of the school's web-site;
5. To ensure that all aspects of Admissions and pupil recruitment are effectively managed and fully compliant.

Additional Duties (in common with all staff)

1. To promote a working environment that is free from discrimination and where all students and staff feel safe and respected;
2. To be responsible for safeguarding and promoting the welfare of students;
3. To promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims;
4. To undertake any other duties as may be reasonably expected within the grade of the post.

Essential application information

Steiner Academy Exeter is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an enhanced DBS disclosure.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Applications for the post must be made on the standard application form, which can be found on our website at <http://www.steineracademyexeter.org.uk/current-vacancies> . This is an online form, optimised to all commonly used PC/laptop operating systems.

- Closing date for receipt of completed applications 12 noon Friday January 26th.
- Invitations to interview will be sent no later than 12 noon on Friday February 2nd.
- Interviews will take place in the week commencing Monday February 5th.

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Alan Swindell, Principal January 2018

Person Specification

| Qualifications | E | D | I/A (for internal use) |
|--|---|---|------------------------|
| 1. Education to degree level or relevant qualifications to an appropriate standard for the post or significant training and experience in a relevant post. | X | | |
| 2. School Business manager specific qualification (CSBM, DSBM, ADSBM) | | X | |
| 3. Trained in the preparation and presentation of financial statements, and in operating and monitoring financial systems and procedures. | X | | |
| 4. Appropriate Health and Safety qualifications or experience. | | X | |
| 5. Evidence of continuing professional development. | X | | |
| 6. Membership of NASBM | | X | |
| 7. Formal accountancy qualifications | | X | |
| Knowledge and Experience | | | |
| 8. Significant management responsibility in one or more of: education, industry and commerce, the charitable sector. | X | | |
| 9. Appropriate HR experience. | X | | |

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| 10. Significant experience of managing staff. | X | | |
| 11. Understanding of and commitment to equal opportunities ensuring compliance with all relevant legislation. | X | | |
| 12. Managing strategic financial plans, budgets, financial reporting, procurement and fixed assets. | X | | |
| 13. Managing Health and Safety. | | X | |
| 14. Knowledge of school based accounting and Management Information Systems. | | X | |
| 15. Knowledge and experience of Steiner education. | | X | |
| 16. Experience of negotiating contracts and tenders | | X | |
| Skills and Abilities | | | |
| 17. Ability to communicate effectively to different audiences both orally and in writing including the ability to promote the image of the school. | X | | |
| 18. Highly effective administration, organisation and ICT skills. | X | | |
| 19. Ability to work strategically and develop proposals for improving services effectively. | X | | |
| 20. Ability to work independently and exercise initiative. | X | | |
| 21. Ability to work effectively as part of a team, and strategically influence decision making within school. | X | | |
| 22. Ability to prioritise, plan and organise own workload. | X | | |
| 23. Ability to work under pressure and meet deadlines. | X | | |
| Personal Attributes | | | |
| 23. Good interpersonal skills with the ability to communicate effectively with a variety of audiences. | X | | |
| 24. The ability to build productive relationships with students, the Senior Leadership Team, staff, Governors and parents. | X | | |
| 25. Enthusiasm, hard-work, integrity, creativity, flexibility and resilience including an ability to prioritise conflicting demands and thrive under pressure. | X | | |
| 26. A positive approach to this demanding post with a cheerful disposition. | X | | |
| 27. Ability to motivate others. | X | | |
| 28. The ability to form and maintain appropriate relationships and personal boundaries with children and young people. | X | | |
| 29. An enthusiasm for learning and self-development. | X | | |