



# Westfield Infant School

## School Business Manager

**Grade:** 12

**Post Number:**

**Responsible To:** Headteacher

**Key Relationships/  
Liaison with:**

To have full line management responsibility for a range of non-academic support staff, and contribute to the strategic management of HR, finance, health and safety and premises management across the school. At this level the role may also include duties to be carried out at Trust level in a multi-academy trust.

**Job Purpose:**

**Occupational Standards:** Professional Standards for School Business Management Tier 3-4

### MAIN DUTIES AND RESPONSIBILITIES:

1. To support the school in achieving positive and effective lines of communication with all staff, parents/carers, the local community, the LA, / academy Trust, suppliers, contractors and other users of the school's facilities, reviewing procedures to take account of latest regulations / guidance and developments in technology.
2. To ensure the provision of efficient and effective administration support across the school, through effective line management of administrative staff.
3. To obtain quotes, manage and monitor contracts, tenders and agreements for the provision of goods and services to the school, exploring cost saving initiatives in order to secure best value across the school.
4. To maintain office software, carrying out system upgrades and year-end procedures on information management systems in accordance with published guidance (e.g. from LEAMIS, and to undertake periodic reviews to ensure that the software used offers the most cost effective solution to meet the needs of the school.
5. To maintain and manage electronic and manual records, use appropriate software (database / spreadsheets) and develop tools as required in order to process data and produce, analyse and interpret reports which may be highly complex in their nature, in order to support decision making and/or make recommendations to senior leaders and governors.
6. To ensure that statutory and non-statutory returns are completed accurately and on time, supporting in their preparation as necessary.
7. To develop, review and revise administrative and financial procedures and systems within the school, ensuring that any changes to existing processes are communicated effectively to those affected.

8. To undertake the full range of financial duties when necessary within the school, including using and maintaining manual and computer record systems, payroll reconciliation, VAT claims, month/year end procedures and banking of monies, ensuring compliance with all relevant financial regulations and procedures.
9. To develop, revise and implement financial systems and procedures that comply with financial legislation / regulations and support effective financial management throughout the school / academy trust.
10. To take responsibility for debt management procedures and debt recovery where informal approaches have not resulted in payment.
11. To contribute strategically to financial planning and monitoring across the school, including significant contribution to the preparation of the annual budget and longer term financial planning.
12. To undertake budget monitoring at all levels within the school, and assist individual budget holders to manage their own budgets.
13. To carry out regular analysis of the school's financial performance compared to budget plans and benchmarking against other schools, making recommendations to remedy issues where necessary. This may also include high level budget monitoring for a group of schools (for example in a multi-academy trust)
14. To prepare financial reports and returns (statutory and non-statutory) as requested by the LA / Academy trust / Auditors / EFA / DfE, ensuring the information provided is accurate and on time. To facilitate the annual preparation and audit of accounts by acting as the main point of contact for the auditors, providing them with information and analysis as required, for your individual school or across a group of schools. This may include collating reports from multiple schools where required (e.g. to produce a consolidated report for a multi-academy trust)
15. To help increase the school budget by developing new methods of income generation, including researching and identifying grants which are relevant to the needs of the school or a group of schools and preparing bids / grant applications with support from relevant staff.
16. To ensure that all staff records are accurate and that contract changes, absence information and any other HR related details are processed, recorded and reported correctly, with supporting documentation where relevant.
17. To support the head teacher / managers with HR management issues, including providing guidance on the application of HR policy to specific cases, seeking and taking account of advice and guidance from HR professionals where necessary.
18. To contribute to strategic HR management, leading the review and development of HR policy and procedure, and contributing to decision making with regard to staffing structure, staff deployment and staff development.
19. To monitor and review the school's lettings policy, ensuring that the scale of charges is competitive and offers good value for both the hirer and the school, and that all associated documents provide suitable protection and indemnity to the school.
20. To maintain an up to date knowledge and awareness of health and safety legislation and guidance relating to school, and apply this to ensure that all health and safety records, policies and procedures are comprehensive and fully compliant.
21. To produce, review and ensure compliance with risk assessment documentation where this is relevant to the responsibilities of the post, and ensure any actions required of

others is communicated to them in an efficient and timely manner.

22. To manage health and safety within the school on a day to day basis, ensuring that the environment is safe for all users of the school facilities.
23. To co-ordinate and manage work relating to the maintenance, refurbishment and development of the site, ensuring that buildings and grounds are maintained and secured to an adequate standard and communicating/liasing with premises staff / contractors / architects as appropriate.
24. To contribute to strategic planning for the maintenance and development of the school building and site, ensuring that projects are planned, co-ordinated and supervised to deliver the desired outcomes in a timely manner while minimising disruption to school life.
25. To take a lead role in the strategic management of all non-academic functions within the school, including contract management for outsourced services (e.g. catering, cleaning, grounds maintenance, etc)
26. Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore a **DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

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**Leicestershire  
County Council**



# PERSON SPECIFICATION

**School/College:** Westfield Infant School  
**Job Title:** School Business Manager  
**Grade:** 12  
**Post Number:**

	Essential	Desirable	How assessed
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy.</li> <li>Diploma in School Business Management or equivalent experience</li> <li>Professional qualification in finance, HR, health and safety or procurement</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Doc</p> <p>App/Doc</p> <p>App/Doc</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working in a busy office environment managing multiple priorities.</li> <li>Experience of budget planning and financial forecasting within the context of strategic organisational planning.</li> <li>Experience of using information management systems and finance software.</li> <li>Experience of using SIMS and FMS</li> <li>Experience of supervising / line managing staff.</li> <li>Successful experience of identifying and applying for grants / funding.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>App/Int</p> <p>App/Int/Test</p> <p>App</p> <p>App</p> <p>App/Int</p> <p>App/Int</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.</li> <li>Understanding of the context in which schools operate, and how your role fits within this.</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Int</p> <p>App/Int/Pres</p>

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>• Awareness and understanding of financial processes and procedures within school and the regulatory framework that governs them.</li> </ul>	✓		App/Int/Test
<ul style="list-style-type: none"> <li>• Awareness and understanding of health and safety regulations and good practice within the school environment.</li> </ul>	✓		App/Int/Test
<ul style="list-style-type: none"> <li>• Understanding of routine HR processes and procedures and the ability to understand and apply HR policy to address non-complex issues.</li> </ul>	✓		App/Int/Test
<b><u>Skills/Attributes</u></b>			
<ul style="list-style-type: none"> <li>• Ability to use own initiative to identify issues, problem solve and implement solutions, working quickly and efficiently with minimum supervision.</li> </ul>	✓		App/Int/Test
<ul style="list-style-type: none"> <li>• Ability to think strategically, in order to support the long-term development of your own areas of work and to inform whole school planning.</li> </ul>	✓		App/Int/Pres
<ul style="list-style-type: none"> <li>• Well organised, with the ability to manage your own workload and that of others.</li> </ul>	✓		App/Int/Test
<ul style="list-style-type: none"> <li>• Excellent ICT skills, and the ability to make effective use of a range of ICT software in order to fulfil the requirements of the role</li> </ul>	✓		App/Int/Test
<ul style="list-style-type: none"> <li>• Ability to interpret complex information and take/recommend appropriate action, including the development of policy and practice.</li> </ul>	✓		App/Int/Test
<ul style="list-style-type: none"> <li>• Able to communicate clearly, in writing and orally, with a wide range of audiences.</li> </ul>	✓		App/Int/Test /Pres
<ul style="list-style-type: none"> <li>• Able to persuade, motivate, negotiate and influence.</li> </ul>	✓		App/Int/Pres
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills, with the ability to relate well to children and adults.</li> </ul>	✓		Int
<ul style="list-style-type: none"> <li>• Reliable, honest, trustworthy, discrete and capable of handling confidential information sensitively.</li> </ul>	✓		App/Int/Ref
<b><u>General Circumstances</u></b>			
<ul style="list-style-type: none"> <li>• Evidence of regular attendance at work</li> </ul>	✓		Ref

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> <li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations.</li> </ul>	✓		App/Int
<ul style="list-style-type: none"> <li>Willingness to undertake training.</li> </ul>	✓		App/Int
<p><b><u>Factors not already covered</u></b></p> <ul style="list-style-type: none"> <li>Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	✓		App/Int/Med

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**