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| EMPLOYEE SPECIFICATION |
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DIRECTORATE: Bywell C.E. (C) Junior School
JOB TITLE: School Business Manager

SECTION: Generic across all schools
GRADE: 9

| | ATTRIBUTES | | RELEVANT CRITERIA | HOW IDENTIFIED | RANK |
|----|---|-----|---|--------------------------------------|------|
| 1. | RELEVANT EXPERIENCE | 1.1 | Experience of financial management at a senior level in either a school, public or private sector. | Application Form / Selection Process | A |
| | | 1.2 | Experience of training, development and supervision of staff – including work allocation. | Application Form / Selection Process | A |
| | | 1.3 | Experience of computer-based accounting procedures, budget setting, monitoring and preparing financial reports. | Application Form / Selection Process | A |
| | | 1.4 | Experience of income generation (i.e. sourcing and securing additional funding) | Application Form / Selection Process | B |
| | | 1.5 | Excellent skills including use of IT Skills and software used in schools (including word processing, spreadsheets, database, e-mail and internet) | Application Form / Selection Process | A |
| | | 1.6 | Experience of leading in Health and Safety either in a school, public or private sector. | Application Form / Selection Process | B |
| 2. | EDUCATION AND TRAINING ATTAINMENTS | 2.1 | Educated to GCSE level or above in English and Maths or able to demonstrate ability to work at least at that level. | Application Form / Selection Process | A |
| | | 2.2 | Certificate or Diploma of School Business Management, or working towards this qualification, or equivalent qualification. | Application Form / Selection Process | A |
| | | 2.3 | Accounting or Business Studies qualification (NVQ 4 / HND) or ability to demonstrate equivalent experience. | Application Form / Selection Process | A |
| 3. | GENERAL AND SPECIAL KNOWLEDGE | 3.1 | Knowledge of computerised financial management. | Application Form / Selection Process | A |

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| | | 3.2 | Knowledge of developments in Local Management of Schools. | Application Form / Selection Process | B |
| | | 3.3 | Knowledge and understanding of premises management (i.e. repairs, maintenance, work schedules) | Application Form / Selection Process | A |
| | | 3.4 | Understanding of and commitment to high levels of customer care. | Application Form / Selection Process | A |
| | | 3.5 | Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job. | Selection Process | A |
| | | 3.6 | Understanding of and commitment to Health and Safety in a school setting and how it relates to the duties of the job. | Selection Process | A |
| | | 3.7 | Appreciation of the need to maintain strictest confidentiality about all matters concerning to the school. | Selection Process | A |

| | ATTRIBUTES | | RELEVANT CRITERIA | HOW IDENTIFIED | RANK |
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| 4. | SKILLS AND ABILITIES | 4.1 | Ability to work on own initiative and contribute to effective working of the team. | Application Form / Selection Process | A |
| | | 4.2 | Ability to prioritise and produce complex financial information and reports, working to tight deadlines. | Application Form / Selection Process | A |
| | | 4.3 | Ability to communicate effectively, sympathetically and confidentiality at all levels. | Application Form / Selection Process | A |
| | | 4.4 | Ability to supervise / manage a team including allocation of work and performance management. | Application Form / Selection Process | A |
| 5. | ANY ADDITIONAL FACTORS | 5.1 | Commitment to ongoing personal training and development. | Selection Process | A |
| | | 5.2 | Support the Christian ethos of the school | Selection Process | A |
| | | 5.3 | Ability to adapt and be flexible to the needs of the schools. | Selection Process | A |
| | | 5.3 | Willingness to undertake an enhanced Disclosure and Barring Service | | A |

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| | | check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. | Application Form / Selection Process | |
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Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

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| ES Reference No | BS09/SBM |
| ES Prepared/Amended | JAN 2015 |
| Refers to Estab(s) | |

KIRKLEES COUNCIL

SECTION: ALL SCHOOL MODEL – BUSINESS SUPPORT

JOB TITLE: SCHOOL BUSINESS MANAGER

GRADE: 9

1 PURPOSE OF JOB

Schools/Colleges are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

As School Business Manager you will be a member of the Senior Leadership Team within the school and you will be responsible for the professional leadership of the financial and administrative aspects of the school. You will be required to contribute to the overall organisation, management and direction of the school.

The **job** requires an individual who holds a qualification in business / financial management or is working towards it. The **job** holder will be experienced in accounting procedures, budget monitoring, and have effective IT and supervisory skills. You will carry out a range of complex or sensitive/confidential financial monitoring and accounting duties which will include the direct management of a team of Support staff.

Good interpersonal skills are important for this **job** as you will be required to build and maintain effective working relationships with a wide range of people in order to obtain and present information, provide advice and carry out duties in relation to all school business matters.

You will be expected to carry out your duties in line with the School's/Local Authority's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and through School communications.

The Business Support Manager role is generic across School's, however there will be some aspects of the role that are specific to the school and will be included in the context sheet/s.

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KIRKLEES COUNCIL

Key Areas

1. Financial and Administration Management

- Responsible for the administration and the payment of all invoices for expenditure and income collection in accordance with payment timescales and the School's & Local Authority's procedures.
- Provide the Headteacher, Senior Leadership team and governors with specific expertise and advice in relation to the long term financial planning for the school.
- Ensure the school has appropriate financial systems, managing all aspects of the school finances, including the school fund, and to be responsible for the effective management of these systems and administration, ensuring compliance with Financial Regulations.
- Major contribution to the setting and monitoring of the school budget of between £500,000 and £5 million per annum in liaison with the Headteacher.
- Provide accurate analysis of the school budget, identifying trends, potential over / under spends and provide detailed reports to the Headteacher, Senior Leadership team and governing body in a timely fashion.
- Responsible for the collection, accounting and banking of all cash received by the school including the preparation of the school's funds account and recommendations on the most appropriate investment initiatives.
- To interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- To identify and pursue sources of funding, sponsorship and grants, to write bids to secure funds as required.
- To initiate and manage all audit procedures to comply with all audit requirements, for all funds.
- Attendance at full governing body, appropriate sub committees and any other relevant meeting as directed by the Headteacher.
- Responsible for the management of the whole school administrative function, ensuring that there are appropriate and relevant administrative systems in place to support the school in its aims and goals.
- Responsible for the collection, management, analysis and use of pupil performance and assessment data across the school and report to the Senior Leadership Team.
- Ensure that all returns to the DFE, Local Authority and any other relevant body are carried out within the predetermined deadlines.

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2. Management Information ICT Systems & Asset Management

- Responsible for the development, implementation, maintenance and monitoring of systems ensuring they are fit for purpose, including the setting up of appropriate application tools for the purpose of budget proposals.
- To ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.
- Ensure there is an inventory of all school equipment which is maintained and to develop a replacement rolling programme for all school equipment.

3. Staff Management

- Responsible for the management and supervision of Support Staff across the whole school, including the allocation, co-ordination of work, staff development and training.
- To maintain and keep up to date all staff records.
- To be involved in the recruitment process of staff as required.
- To ensure the single **DBS** central record is up to date.

4. General

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

As part of your wider duties and responsibilities you are required to promote and actively support the Schools and Local Authority's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

Carry out your duties with due regard to current and future School's/Local Authority's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and ongoing performance development and through

KIRKLEES COUNCIL

School's communications.

RESPONSIBLE TO: **Head Teacher**

RESPONSIBLE FOR: **School to indicate post titles**

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| JD Reference No | SS/BSB09 |
| JD Prepared / Amended | MAY 2013 NJE |
| Refers to Estab(s) | |

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