

JOB DESCRIPTION

TITLE: Business and Resource Manager (up to £4.8million)

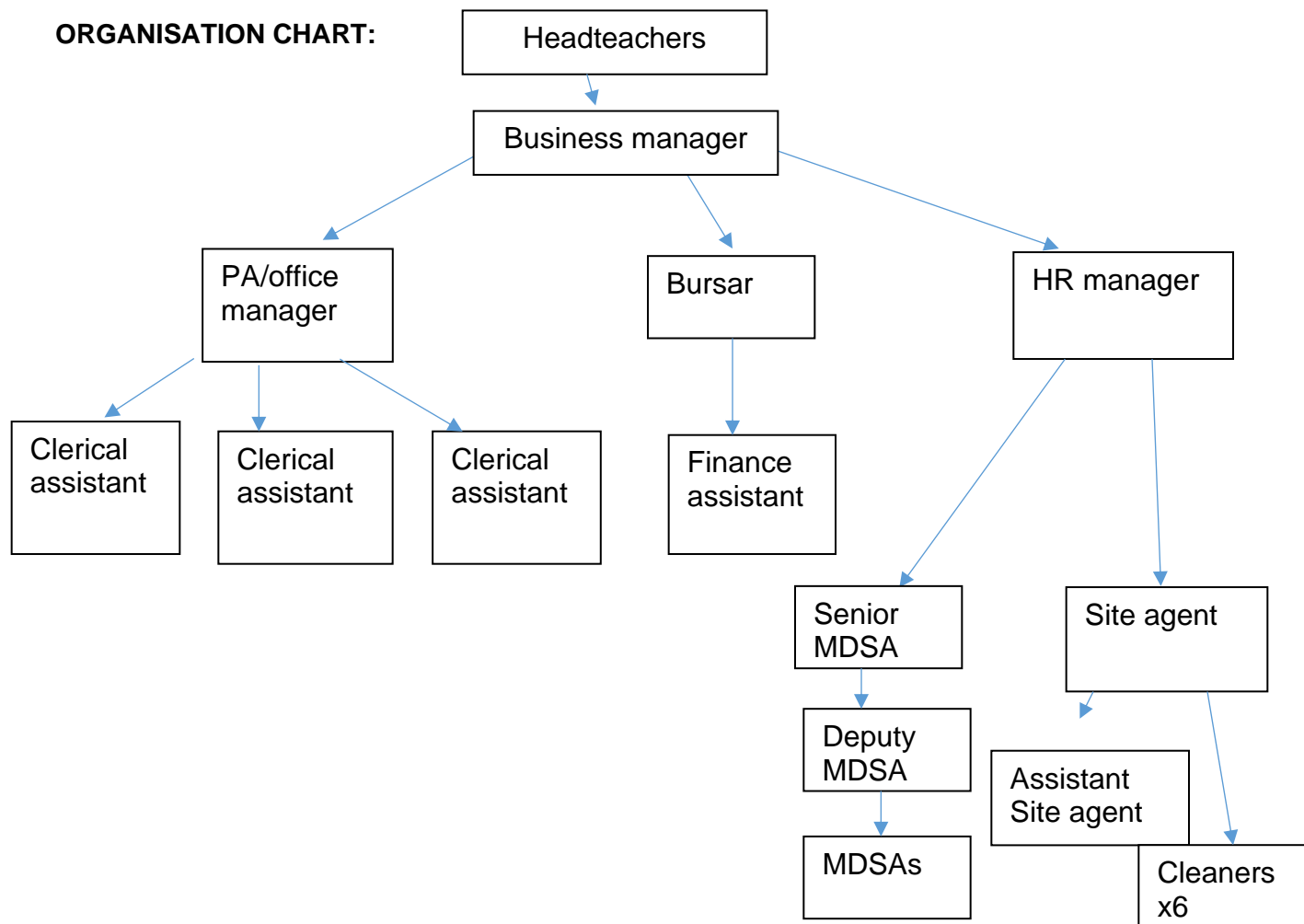
SCHOOL: Bramingham Primary School

RESPONSIBLE TO: Headteacher

GRADE: M2

PURPOSE OF POST: The Business and Resource Manager will be an effective member of the Senior Leadership Team (SLT) with the responsibility for Financial Resource Management (to include income identification and generation, the supply of external support services) Facility and Property Management and the Health & Safety Management of the school. Supporting the vision, aims and ethos of the school, the post holder will contribute to the management strategy in accordance with the School Improvement Plan, Ofsted Action Plan and other relevant action plans.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:**%**

1. Determine monitor and review appropriate support systems and structures (staffing, resources & IT) to ensure the provision of ongoing effective management support for the smooth running of the school, advising the Head teacher and Governing Body (GB) as appropriate and comply with financial regulations, school standing orders, personnel procedures, service level agreements and the regulations and directives of Luton Borough Council (LBC).
Ensure the compilation of returns and records required by LBC, the DfES and external agencies. 10%
2. Manage the allocation of duties, the performance and development of school support staff with responsibility for financial accounting, payment of accounts, placing of orders, payroll notification, school buildings, security, cleaning, maintenance and heating, computerised management information systems. Manage security of all information systems to ensure compliance with the Data Protection Act and Copyright and Broadcasting Legislation, responding appropriately to change requirements. 15%
3. Co-ordinate the compilations of an annual balanced financial budget for the school and a three year balanced budget plan. 30%
Provide varying scenario's based on forecasted pupil numbers / possible expansions / changes in legislation and funding streams.
Provide clear strategic approach in accordance with the School Improvement Plan, Ofsted Action Plan that clearly links back to the curriculum plan which details raising standard attainment.
Provide in-house financial training for Governors and budget holders.
Provide presentations at school inset days detailing purchasing processes / best value advice / cost reduction ideas to encourage a whole school approach to maintaining a healthy balanced budget.
Record and monitor income and expenditure presenting regular management reports and advise to the Headteacher, SLT and GB, identifying and budgetary difficulties in a timely, proactive way.
Seek and make use of specialist financial expertise and cost saving / collaborative purchases with other schools.
Attend finance meetings to keep up to date with LBC policies and financial regulations.
Ensure items highlighted within LA Audit report are shared with Governors and dealt with in a timely manner to remain compliant.
Provide ongoing budgetary information, guidance and reports for internal budget holders/curriculum leads.
Provide benchmarking data reports to enable stakeholders to compare and challenge anomalies in a transparent manner.
Manage the co-ordination of compliant detailed asset register ensuring it is up to date at all times.
Ensure finance software packages (HCSS Education Accounting & Budgeting) are up to date and fit for purpose enabling the school to produce accurate reports taking into account changes in (Eg) Teacher pay and conditions.

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| 4. | Identify and develop opportunities to maximise external income for the school, including the preparation of bids for funding from external agencies, liaison with the SLT and GB. | 5% |
| 5. | Assist the Headteachers in the identification and selection of support service providers which provide value for money for the school. Monitoring quality and service level agreements and identify and concerns to the Headteacher in a timely, proactive way. Monitor timescales for maintenance contracts, ensuring appointments are booked in advance. | 5% |
| 6. | <p>Act as the schools Health and Safety Co-ordinator, liaising with LA H&S Department, Fire Officers, grounds maintenance staff etc.</p> <p>Determine, manage and plan for the most effective and efficient systems to ensure a safe and healthy environment for children, staff and visitors and to ensure compliance with all relevant legislation.</p> <p>Ensure systems are on place to enable the identification of hazards and risk assessments.</p> <p>Report to Governors regarding Governor H&S 'walk arounds' and ensure items are dealt with within a timely manner.</p> <p>Ensure all staff receive appropriate training and the Health and Safety policy statement is clearly communicated and available to all people.</p> <p>Ensure maximum level of security is consistent with the ethos of the school.</p> <p>Oversee the statutory obligations in collaboration with the SLT to ensure that they are being met for pupils with special educational needs, ensuring financial and supporting agencies are adequate.</p> <p>Provide presentations at school inset days detailing H&S processes / highlight H&S based training that needs to be completed within a given time scale to encourage a whole school approach to safety in the workplace and ensure there are no gaps in the schools H&S compliance requirements at Local Authority and HSE Levels.</p> | 25% |
| 7. | Assist the Headteachers in working with architects, project managers, building control and design of new facilities, ensuring the facilities meet curriculum requirements, are forward looking, practical, affordable and are compliant with legislation. Work with premises staff to make arrangements for maintenance and repair of school buildings, liaising with contractors as necessary. | 5% |
| 8. | Manage the smooth operational running of the school including adequate resourcing for all teaching and learning activities, ensure appropriate levels of heating, lighting, security and maintenance whilst ensuring the best value principles. | 5% |

DIMENSIONS:

Supervisory Management: Admin team (3 Clerical assistants, 1 office manager/PA, 1 bursar, 1 HR manager, 1 finance assistant) Premises Team (1 site agent, 1 assistant site agent and 6 cleaners) Midday team

Financial Resources: Varying according to size of school

Physical Resources: Office and other equipment

Other:

Physical Effort: **N/A**

Working Environment: **N/A**

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of the management and supervision of employees performing similar work E.g. performing financial administration of budgets and personnel records using manual and computerised systems, facilities and premises. Experience of the management and use of IT for financial and personnel practices, spreadsheet and databases.	1,2	Experience in the education sector Experience of working in a school environment Experience of leading structural reorganisation	
Skills/Abilities	Highly motivated, energetic and enthusiastic leader. Approachable and promotes positive relationships. Strong financial and analytical skills. Literacy skills and able to draft reports, and understand complex written guidance. Able to communicate effectively with parents, students, governors, the LEA, external agencies and colleagues. Presentation skills. Ability to work with minimal supervision and direction. Ability to adjust to constantly changing work demand and to meet competing deadlines. Ability to develop the skills of others within a structures framework. Ability to work as part of a multi-disciplinary team. Sound ICT skills. Ability to manage the performance of others. Ability to act on own initiative. Ability to make effective decisions. Consultation and negotiation skills Ability to work with the pressures of a demanding management position.	1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2 1,2		

Competencies	Able to form appropriate relationships with young people. Able to relate well to children and share their interests and enthusiasms,	1,2	Commitment to the development and maintenance of positive partnerships between school, parents and community.	1, 2
Equality Issues	Committed to the principles of equality of opportunity	1,2		
Specialist Knowledge	Strong general business background including financial acumen	1,2	Knowledge and experience of school based software packages	
Education and Training	Qualification relevant to the job, or good evidence of equivalent experience and training gained in the workplace. A recognised management qualification (e.g. DMS, MBA, CIPD, CIMA)	1,2,4 4		
Other Requirements	Commitment to continuous professional development. Able to work flexibly to meet the needs of the school (this may include evening meetings)			

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.