



LONGCROFT

— SCHOOL AND SIXTH FORM COLLEGE —

INTEGRITY
CREATIVITY
RESPECT

Headteacher: Mr I. O'Donnell MA NPQH
Address: Burton Road, Beverley,
East Yorkshire, HU17 7EJ

Tel: 01482 862171
Email: school@longcroft.eriding.net
Web: www.longcroftschoo.co.uk

Post: School Business Manager.

Please only apply if you meet the essential criteria for this post. Please highlight any desirable criteria you meet in your application.

Job Specification and Roles and Responsibilities required of the post.

Main/Core Duties.

Manage the school's financial, site and personnel operations.

Ensure accuracy of data pertaining to the finance, site and personnel functions of the school

Ensure compliance with school policies and procedures.

Work with Strategic Leadership Team

Ensure school website is compliant

Other duties commensurate with the post as directed by the Headteacher.

Responsible for: Premises Manager (and site team), Finance Officers, Personnel Officer, Technicians, Sports Centre staff and Midday Supervisors.

Responsible to: Headteacher

Liaising with: All students and staff, Governors, parents, LA and external bodies or agencies.

Grade: Point 42

Terms and Conditions: 37 hours per week X 52 weeks per year with 27 days holiday per year. Colleagues will be required to work outside of these hours for SLT meetings, Governor meetings and by negotiation with the Headteacher.

Finance

To analyse financial data and preparing and presenting financial reports to senior management teams. Setting and tracking budgets involving income and expenditure. (Note: our budget is typically £6 million per annum)

To present financial reports to the Governing Body.

To work with national and local government agencies in relation to funding streams.

To secure funds that supplement the usual income streams.

To advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.

To prepare the school's annual budget and three-year plan for approval by the Headteacher and Governors.

To monitor all expenditure and income against approved budgets and provision of monthly analysis to budget holders, the Headteacher and Governor's Finance Committee

To provide a comprehensive payroll service for all school staff

To manage the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.

To collect invoices, fees and other dues.

To instigate and place contracts for service support, in particular for catering, grounds maintenance and cleaning.

To prepare the final accounts and to liaise with the auditors.

To handle insurance claims on behalf of the School, involving the obtaining of the necessary reports and subsequent detailed working with the Local Authority Insurance Section, legal staff and appointed solicitors

Site Maintenance and Development.
To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school architect, and ensure that such work meets in full the requirements of the School.
To be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, including the installation and plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.
To implement risk management and loss prevention strategies in the school to reduce insurance costs.
To be responsible for the letting of school premises to outside organisations and school staff, and for the development of all school facilities for out-of school use, with particular reference to the local community.
To liaise with the Fire Service over on-site facilities and emergency evacuation procedures. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
To maintain effective evacuation and 'lock-down' procedures taking account of local and national guidance.
To be responsible for the security of the school site.
To be responsible for the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
To purchase, repair and maintain all furniture and fittings.
To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors
To chair the school Health and Safety committee and hold regular meetings to discuss issues with staff. Improve the site in response to issues raised in this forum. Maintain a safe environment for all concerned. Formulate and monitor the school Health and Safety Policy.
To ensure that the relevant regulated entertainment, sale of alcohol and late-night refreshment licence is in place and that a designated premises supervisor is appointed and nominated personal licence holders appointed; the School Business Manager would normally hold a personal licence.
To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school architect, and ensure that such work meets in full the requirements of the School.
Personnel Management
To be responsible for general personnel matters; <ul style="list-style-type: none"> • The recruitment and clearance of new staff (to include entitlement to work, medical and DBS checks); • The implementation of Equal Opportunities legislation; • The issuing of appropriate contracts of employment; • The provision of advice to the Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal and of the implementation of personnel policies within the school. • The attendance at Employment Tribunals as necessary.
The maintenance of confidential staff records and the implementation of processes to ensure that staff records held in the school by others are kept confidential.
To implement a comprehensive professional development system for all support staff to include induction, probation and appraisal.
To plan for and arrange and report on all staff development aspects for all staff.
To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
To chair the School Health & Safety Committee and to ensure an appropriate Health and Safety Co-ordinator and Fire Officer is appointed (normally the Site Manager) and progress monitored.
To lead on the implementation of the Attendance at Work Policy including ensuring all appropriate meetings take place as required by policy.
Whole School Management
To manage the administrative function including the administrative ICT facilities, school transport, internal.
To ensure that all support staff respect the confidentiality of the information they are handling.
To register Longcroft school with the Information Commissioner under the requirements of the Data Protection Act 1998 or the Data Protection Act 2018 when enacted and to undertake an appropriate role under the requirements of the General Data Protection Regulations, tbc.
To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
To promote actively the school to different audiences and raise the profile within the local community. Liaise with local businesses for fundraising, arranging vocational experience and joint projects.

Person Specification		
Qualifications and Experience	Essential or Desirable	Assessment
An appropriate NQF Level 5 or higher qualification e.g. <ul style="list-style-type: none"> Degree or equivalent professional qualification or Diploma of School Business Management or Other management qualification (eg MBA) or Accounting Technician/AAT or higher financial qualification. 	Essential	AF, SP
Vision and Leadership		
Ability to lead, motivate, challenge and inspire staff.	Essential	AF, SP
Ability to create, develop and realise an ambitious vision		AF, SP
Ability to identify, challenge and improve underperformance in the staff you line manage		AF, SP
Ability to work as a highly effective member of a Senior Leadership Team.		AF, SP
Knowledge		
Personnel management procedures, including an understanding/awareness of terms and conditions of employment and employment legislation.	Essential	AF, SP
Budget management and accountancy procedures.		AF, SP
Site, facilities, project and contract management procedures.		AF, SP
Health and Safety procedures.		AF, SP
Administrative procedures.		AF, SP
Marketing and income generation strategies.		AF, SP
Skills Required		
Strategic thinker, able to visualise goals and take action necessary to get decisions implemented. Able to create, develop and manage dynamic financial and operational plans and systems. Independence of thought necessary to identify and pursue new lines of opportunity for development.	Essential	AF, SF, Ref
Highly developed interpersonal skills with maturity and sensitivity of approach necessary to communicate and negotiate effectively with diverse personnel both internally and externally. Ability to manage difficult and routine issues simultaneously is essential.		AF, SF, Ref
Personal Qualities		
Honesty and Integrity	Essential	SP, Ref
Discretion		SP, Ref
Clear view of what high standards and performance look like		SP, Ref
Flexibility		SP, Ref
Resilience		SP, Ref
Embracing of accountability		SP, Ref
Commitment to making a difference		SP, Ref

Method of assessment key: AF – Application Form, SP – Selection Process, Ref – Reference