



## **SHEERNESS WEST FEDERATION**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	SCHOOLS' BUSINESS LEADER
<b>REPORTING TO:</b>	EXECUTIVE HEADTEACHER
<b>GRADE:</b>	KR9/KR12 DOE
<b>HOURS/WEEKS:</b>	37 HOURS PER WEEK / 52 WEEKS PER YEAR
<b>SITE:</b>	ROSE STREET AND WEST MINSTER

### **JOB SUMMARY**

Responsible to the Executive Head Teacher, Head of Schools and Governing Body for the financial management of the Federation (West Minster and Rose Street Schools) providing best value, effectiveness and efficiency of the support services leading to improved standards of achievement. The role encompasses all aspects of the Federation's finances, compliance and administration, site and grounds management, contracts management and health and safety. To advise on and implement the day-to-day support that enables the federation to operate effectively and efficiently, that allows other members of the leadership team to focus on teaching and learning.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Under the director of the Executive Head Teacher, lead on all financial matters in the schools, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the federation's Quality Improvement Plan. Manage and monitor all aspects of the Schools' budgets in accordance with KCC's financial regulations and consult/advises the Executive Head Teacher/Governing Body where appropriate to ensure that financial integrity is maintained at all times, that best value/value for money is achieved wherever possible and that resources are maximised for the Federation's education objectives in raising standards.

- Promote the effective management of the Federation by devising and implementing comprehensive and robust procedures and systems for all operational business functions within the Federation to provide efficient and effective working practices.
- Manage and monitor the Finance Policy, Health and Safety Policy, Lettings Policy, Charging and Remissions Policy, Lone Working Policy, Governors' Allowance Policy and Minibus Policy.
- Responsible for the completion and timely return of the 'Schools Value Financial Standards' Return to the local authority.
- As a member of the senior leadership team, attend all leadership team meetings and report to governors when required to do so. Advise Governors and Executive Head Teacher on future trends relating to School Budgets to ensure optimum management and delivery is sound (e.g. changes to Pupil Premium, Early Years Funding, SEN Funding etc.). Attend Finance Forums to be aware of current Local Authority information and impact on School Budgets etc.
- Implement a marketing plan for the federation, which utilises the school website, signage, the prospectus and communications with current and prospective parents.
- Work closely with the Executive Head Teacher to research and identify additional funding streams based on sound research such as Sutton Trust to enable maximum impact on learning.
- Manage effectively, in conjunction with the HR & Professional Development Manager, the schools' personnel function, ensuring accurate financial information is updated which impacts on current and future year's budget management.
- In conjunction with the HR & Professional Development Manager, manage the performance of the Administration Team linked to a sound appraisal system to inform Total Contribution Pay decisions and personal development targets in order to maintain high and effective levels of service delivery.
- Work closely with the Senior Site Manager regarding maintenance and security of schools and its grounds in accordance with Health and Safety regulations to ensure that the facilities are in the best possible condition, able to support curricular needs and are suitably equipped to generate income for the schools through external lettings. *Linked to 'School Assets Management Plans'.*
- Monitor all existing contracts/licences for external services carried out within each school's premises and grounds.
- Prepare and deliver a sound procurement procedure for items such as photocopiers, minibus, grounds maintenance, telephones etc. to maximise resources and budgets.
- Participate in strategic decision making to ensure that the business service implications of all decisions are duly considered and particularly that all financial implications are rigorously explored to ensure the viability of strategic decisions.

## **OPERATIONAL**

### **FINANCIAL**

- In partnership with the Executive Head Teacher, manage the federations' budgets and ensure it is balance, realistic and represents an effective use of public funds.
- Submit the budget to the governing body.
- Monitor the budget all year round, advising the Executive Head Teacher where revision or changes are needed.
- Forecast future years' budgets, based on the federation's estimated funding and trends in expenditure to enable the Executive Head Teacher to make strategic, long term decisions.
- Comply with financial reporting requirements and submit statutory returns.
- Oversee the federation's bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected and clear records are kept.
- Develop and implement the federation's fundraising and income generation strategy, choosing fundraising priorities in line with Quality Improvement Plan.
- Find and apply for grants and funding.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage the federation's lettings procedures and policies.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.
- General financial tasks such as: Advances, VAT Returns, Compliance and Audit requirements, Timesheets and Pupil Premium.

### **HUMAN RESOURCES**

- Management federation's payroll provision with the payroll provider
- Liaise with federation's HR and Professional Development Manager to discuss HR issues within the federation.
- Conduct reviews of the federation's staffing structure to ensure effective deployment of staff and financial efficiency.

### **HEALTH AND SAFETY**

- With the Executive Head Teacher and Senior Site Manager supervise the maintenance of the school sites.

- Manage the federation's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the federation.
- Organise health and safety training for staff.

### **COMPLIANCE**

- Manage the federation's compliance with statutory obligations and advise other on the relevant legal, regulatory and ethical requirements.
- Ensure policies are updated in accordance with the policy review schedule.
- Monitor and update the risk register.

### **ADMINISTRATION**

- General Asset Registers.
- Keep records in accordance with the federation's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the data protection officer/designated data lead with enduring data protection compliance and helping the federation community to understand how to comply with data protection law.
- Detailed information of all staff and pay linked to Budget Planning Tool.
- Staffing Structure and Establishment Structure for Governors.

### **OTHER**

- Schools Value Financial Standard (SVFS).
- Benchmarking.
- Policies.
- Schools Asset Management Plans.
- Contracts.

### **OTHER AREAS OF RESPONSIBILITY**

- The Schools' Business Leader will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

Please note that list of duties is illustrative of the general nature of responsibility of the role. It is not a comprehensive list of all tasks that the schools' business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Head Teacher.

## SKILLS SUMMARY

### **Technical Skills and Qualifications**

- Educated to GSCE Level.
- Qualified CSBM/DSBM (preferred but not essential)
- Trained as an 'Appraiser'.
- Excel proficient.
- SIMS FMS (Finance)
- SIMS Personnel
- Budget Planning Tool (BPS)

### **Experience**

- Successful leadership and management experience in a school or in a relevant field outside of education
- Involvement in school self-evaluation and improvement planning
- Line management experience
- Experience of project management either in school or other context

### **Operational Knowledge**

- Knowledge of own job
- Knowledge of all procedures in own job
- Knowledge of all common practices associated with own job
- Knowledge of FMS (Financial Management System)
- Knowledge of SIMS Personnel
- Knowledge of BPS (Budget Planning System)
- KELSI Templates
- Capital and Formula Budgets
- Funding Streams

### **Planning and Organising**

- Must be highly efficient, effective and organised with a degree of flexibility.
- Able to prioritise workload, take initiative and meet deadlines.
- Ability to resolve complex problems and find solutions and work on own initiative.

### **Working with People**

- Understands the requirement for working with others and in teams.
- Able to form effective working relationships needed for the job.
- Able to deal with others courteously and in an acceptable manner.
- Be a team player but be a strong and fair leader.
- Be confidential and diplomatic.

### **Communication**

- Able to communicate factual information politely and courteously.
- Has everyday spoken skills e.g. telephone and face-to-face conversations.
- Has basic written and numeric skills appropriate to the job.
- Able to listen, observe and report information.
- Able to communicate with others in an acceptable and appropriate manner, e.g. practice, tact, humour, sensitivity, understanding, firmness.
- Understands and applies confidentiality relevant to the client group, job and workplace.

**Skills and Knowledge**

- Expert knowledge of financial management
- Excellent attention to detail
- Previous use of particular financial/administrative systems
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire other
- Ability to build effective working relationships with staff and other stakeholders
- Knowledge of bid application processes
- Numerate and ability to solve accounting problems.

**Health & Safety**

- Understands and able to apply Health and Safety procedures relevant to the job such as: Lone working procedures and responsibilities.
- Able to recognise and to deal with emergency situations.

**Personal Qualities**

- Commitment to promoting the ethos and values of the federation and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the federation
- Ability to work and succeed under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality