

Unrestricted

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: School Business Manager	Section/Location:
School: Cranbourne Primary School	Grade/Salary Range: BG-F (SCP 31-36)
A5b	Working Pattern: 30 hours

JOB PURPOSE

To be responsible for the planning, development, and implementation of financial and administrative services within the school; member of the senior leadership team.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Reports to Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Key duties:

- Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies
- Manage the school's administrative function
- Line management of school support staff
- Manage administration of human resources
- Develop appropriate policies relevant to school support functions
- Contribute to school improvement plan
- Negotiate, manage and monitor licences, insurances and contracts on behalf of the school
- Develop income generating activities including preparation of and submission of bids for funding to external agencies.

Individuals in this role may also:

- Be responsible for the development of the marketing strategy for the school
- Manage the delivery of Extended Services activities
- Management of facilities, including premises, lettings and liaising with external contractors
- Be the health and safety manager for the school.

Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

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Responsible for managing a team of staff.

Responsible for physical, financial and information resources.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns raised in accordance with this policy

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

Job Title: School Business Manager	Section:
School:	Grade/Salary Range: BG-F (SCP 31-36)

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Level 5 Diploma in School Business Management, relevant degree or experience	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Excellent numeracy and literacy skills</p> <p>Extensive experience in a financial/administrative management role.</p> <p>Extensive experience in the development, management and operation of financial management systems.</p> <p>Extensive experience of budget management and preparation.</p> <p>Experience of the procurement process.</p> <p>In depth knowledge of school financial, personnel and administrative systems associated policies and codes of practice and an understanding of relevant legislation.</p> <p>Extensive knowledge of HR management issues and ability to find solutions and provide advice.</p> <p>Able to manage the schools administrative and financial systems.</p> <p>Extensive experience in managing, leading, organising, deploying and motivating a multidisciplinary staff team or small teams.</p> <p>Able to manage school facilities and contracts.</p>	Experience of working in a learning environment.

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	<p>Skills to use and manage ICT systems and resources effectively.</p> <p>Ability to negotiate on behalf of the school (ie contracts, procurement)</p> <p>Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing.</p> <p>Ability to manage a variety of competing priorities and meet deadlines.</p> <p>Ability to formulate ideas and solutions and present them effectively to the Headteacher/Governing Body.</p> <p>Excellent decision making skills.</p> <p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Able to persuade, negotiate and influence others.</p>	
<p>Work-related Personal Requirements</p>	<p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Committed to equality of opportunity</p>	
<p>Other Work Requirements</p>	<p>Suitability to work with children.</p>	