

Job Description

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Teddington School. It is not intended to be a comprehensive listing of every task that a Teddington School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the post holder.

Job Title:	Business Manager
Work Location:	Teddington School
Reports to:	Headteacher/COO Bourne Education Trust
Salary Range:	£44-48k depending on experience
Hours:	36 hours per week / 52 weeks per year preferred

Job purpose

The Business Manager:

- Is the school's leading support staff professional and works as part of the Senior Team to assist the Headteacher in their duty to ensure that the school meets its educational aims.
- Will work in close cooperation with the Trust's central finance, capital, IT and HR executives.
- Promotes the highest standards of business ethos within the operational functions of the school and ensures the most effective use of resources in support of the school's learning objectives.
- Is responsible for the onsite leadership of the business functions.

Specific Professional Duties

All staff at Teddington School act with honesty and integrity; have strong knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with families in the best interests of their children.

Staff at Teddington School must have professional regard for the Trust's ethos, policies and practices and maintain high standards in their own attendance and punctuality. They will be good team players who are supportive of colleagues, accessible, keen to share ideas and be a role model in aspects of their practice. They will show flexibility and be keen and willing to take on change and challenge but may need the guidance of a coach or mentor. They will be open and receptive to improvement, show a commitment to their continuing professional development and may be growing in their independence.





General duties Leadership and strategy

- Attend Senior Management/Leadership Team, full Governing Committee and appropriate Governors' subcommittee meetings.
- Negotiate and influence strategic decision making within the school's Senior Team.
- Work closely with the Trust's central team and cluster leader to support setting the strategic financial direction of the relevant schools.

Management/Leadership Team

- In the absence of the Headteacher, and supported by the Trust central team, take delegated responsibility for financial and administrative decisions.
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage all school administration staff in conjunction with the relevant members of the trust's central team.
- Along with other members of the Senior Leadership Teams, ensure that colleagues have a clear understanding of the school policies and procedures and the importance of putting them into practise, monitoring the way policies and procedures are actioned and provide support where necessary.

Financial & business resource management

- Manage the business strategy for the school in conjunction with the Trust's Chief Operating Officer
- Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget.
- Submit the proposed budget for approval in line with the Trust's process and timetable and assist with the overall financial planning process.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Identify and inform the Headteacher, Governors and Trust's Chief Operating Officer of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Work with the trust central team to benchmark systems and information to assess trends and make appropriate recommendations.
- Work with Trust representatives to ensure the Academy meets all statutory legal requirements of the Education & Skills Funding Agency, Charity Commission and Companies House.
- Identify additional finance required to fund the school's proposed activities including the maximisation of income through lettings and other activities.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules; monitoring the effectiveness and implementation of such agreements.



Administration & premises management

- Manage the local administrative & premises functions including performance management, appraisal and development
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Define responsibilities, information and support for staff and other stakeholders.
- Establish and use effective methods to review and improve administrative systems.
- Prepare information for publications and returns for DfE, ESFA, the Trust and other agencies and stakeholders within statutory guidelines.
- Manages the payroll services for all school staff including the management of pension schemes and associated services.
- Monitors the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff and discuss with the trust's HR lead as required.

Management information systems an ICT

Work with the local and Trust central team to:

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Communicate and implement the Trust's ICT strategy and relevant policies, including Data Protection for use of technology across the school.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Facility Management & Health & Safety

- Work with the local Premises Manager and Trust's capital lead to ensure the construction of centrally commissioned projects are undertaken in line with contractual obligations.
- Liaise with the Trust's capital lead on locally commissioned projects.
- Work with the Premises Manager to ensure systems are in place to ensure the safe maintenance and security operation of all school premises and effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health and Safety Executive
- Monitor, assess and review contractual obligations for outsourced school services, ensuring these are managed effectively.



Person specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Qualification or equivalent experience in a relevant discipline. 	<ul style="list-style-type: none"> ▪ School Business Manager specific qualification i.e. Fellow of NASBM, DSBM, CSBM. ▪ Recognised management/ business degree or equivalent related professional qualification.
Training		<ul style="list-style-type: none"> ▪ Evidence of Continuing Professional Development.
Experience	<ul style="list-style-type: none"> ▪ Managing strategic financial plans. ▪ Managing budgets, financial reporting, procurement and fixed assets. ▪ Managing teams. 	<ul style="list-style-type: none"> ▪ Managing within an educational environment. ▪ Managing at a Senior Management Team Level. ▪ Managing change projects.
Knowledge and Skills	<ul style="list-style-type: none"> ▪ Able to deliver services and systems applicable for effective school management. ▪ Able to deliver value for money initiatives. ▪ Able to understand national and regional educational services and deliver appropriate strategies. ▪ Able to use finance packages and a range of ICT packages. 	<ul style="list-style-type: none"> ▪ Understanding of educational enterprise issues. ▪ Ability to promote positive relationships with the wider school community. ▪ Knowledge of PSFinancials
Personal Qualities	<ul style="list-style-type: none"> ▪ Highly developed interpersonal skills. ▪ Willingness to constructively challenge the work of self and other to continually improve own and team performance. ▪ Ability to work under pressure and meet deadlines. 	