



**THE BLUE COAT CHURCH OF ENGLAND (AIDED)  
INFANT AND JUNIOR SCHOOLS' FEDERATION**  
***BELIEVING, CELEBRATING, SUCCEEDING***



**EXECUTIVE HEAD TEACHER: MR. A. ORLIK**

**DEPUTY EXECUTIVE HEADS: MRS. L. ADLINGTON AND MR. D. MATTHEWS**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE** Federation Business Manager

**GRADE** G10 - PT 36 - 39

**KEY PURPOSE OF THE ROLE:**

- Be the school's leading support staff professional and be an integral part of the executive leadership team ensuring the Federation of schools meet their aims and priorities.
- To maintain the highest standards of business ethos within the administrative function of the Federation and ensure the most effective use of resources in support of the school's learning objectives.
- Maintain the finance function including budgets and financial planning and monitoring of the schools.
- Ensure that administrative functions throughout each school i.e. premises, personnel, financial and IT services and systems within the school meet current legislation, diocesan guidance, LA requirements and school based policies.
- Support the strategic planning of the school's development strategies to make it effective and assist other federation leaders to deliver their plans so that all plans are integrated into the FIP (Federation Annual Improvement Plan).
- The Federation Business Manager reports to the Executive Head, and will manage the following core business functions four each school in the federation, these being:
  - Finance & Buildings
  - HR
  - Administration & IT Infrastructure
  - Health & Safety

**RESPONSIBLE FOR:**

- Line managing support staff and playing a key role in leading, training and motivating.
- Budget planning and setting and providing advice and guidance on financial related matters.
- Providing organisational and complex advisory support to the Executive Headteacher and governing body on all aspects of school business management.
- Implementing and monitoring Health & Safety Legislation in the school.
- General personnel matters.
- Producing detailed reports, analysing and responding to complex correspondence.

**RESPONSIBILITY LINKS:**

Reports To: Executive Headteacher

To be responsible to the Executive Head & Deputy Executive Head teachers. To manage the schools' site, buildings and financial resources, administration management, human resource management, Health & Safety management in each school and across the Federation and support the information.

The Federation Business Manager will support the Executive Head and the Deputy Executive Head in their duties to ensure that each provision in the Federation meet their educational aims and priorities.

**SPECIAL CONDITIONS:**

Maintain effective and professional interactions with all stakeholders including parents, teachers, support staff, members of the governing body and other agencies.

**MAIN DUTIES:**

To be responsible for all administrative, personnel, financial and procurement matters within the management of the school that are supportive to, but do not involve the teaching and learning function.

**Finance:**

1. Manage and maintain the planning, monitoring and evaluation of each school's budget, making recommendations as necessary to the Executive Head and Governors for the management of the school budget. Ensure that the budget is administered and monitored in accordance with the needs of the school and LA.
2. To be responsible for the management of the school accounting function maintaining its efficient operation according to agreed procedures and maintenance of procedures by conducting regular reviews.
3. To manage the ordering, processing and payment of all goods and services
4. In consultation with the Executive Head and Deputy Executive Headteacher, negotiate, manage and monitor contracts, tenders, agreements and Service Level Agreements.
5. Ensure that all other financial systems and procedures are maintained.
6. Ensure the processing and timely payment of invoices, and preparation of invoices for fees due to the school.
7. Ensure efficient arrangements are in place for the collection and banking of monies.
8. Provide accurate and up to date financial advice, reports and information to budget holders, Executive Head, Governors and LA.
9. Attend governors and leadership meetings as required.
10. Process and submit returns and reports to relevant agencies as required.
11. Ensure school bank and petty cash accounts are up to date.
12. Arrange and supervise the school's contracts with external suppliers of administrative and financial services
13. Administer procurement ensuring that the school achieves value for money in the execution of its activities and adheres to policies and procedures in relation to the purchase of goods and services.
14. Ensure the presence of adequate financial controls at all levels, agree and implement audit recommendations, account correctly for VAT and carry out monthly reconciliations.
15. Ensure adherence to the Council's Financial Regulations and the school's financial procedures including those defined by Lichfield Diocese.
16. To oversee and monitor the finance and administration relating to school meals and ensure the submission of necessary returns to the LA.
17. Ensure accurate accounting and administration relating to school trips, uniform sales and clubs and tuition (out of school opportunities).
18. Ensure that all school liabilities and obligations for insurance purposes are met.

**HR:**

1. To be the first point of contact for all staff within the Federation, on pay and contract related issues, liaising with Personnel / Schools HR and Payroll as necessary.
2. Undertake all necessary arrangements relating to the recruitment of school-based posts and carrying out pre-employment checks including securing at least two signed satisfactory references for each member of staff, induction programmes, and probation.
3. Be responsible for the administration of DBS checks on all staff and maintaining such records in accordance with school policy and LA policy and Safeguarding legislation and guidance.
4. Ensure the records and reports of staff absence, training and profiles are up to date and accurate.
5. Facilitate contracts with employment agencies to maintain cover in each school as required by members of the Executive Leadership Team.
6. Support appraisal process and maintain appraisal record storage for all staff.
7. Maintain each school's Single Central Record, and ensure that all staff in all three schools have up to date DBS. Have the SCR available for the Federation School Business Manager, Executive Head, and for the Governors' regular inspection.

**Premises and Sites, including Health and Safety:**

1. To liaise with the Executive Head in respect of premises/maintenance matters, supporting to ensure key aspects of Health and Safety and Risk Assessment are in place.
2. To liaise with the Premises team and IT team to ensure the maintenance of the school's asset and stock control registers for all equipment and that school maintenance programmes are kept by appropriate staff.
3. Support the Executive Head with building and capital projects and bids including application for SCA funding (through Lichfield Diocese).
4. To support the Executive Head and Premises teams with the school's Health and Safety requirements.
5. Manage the IT teams and ensure GDPR & Website requirements are embedded, secure and reviewed.
6. Responsible for implementing Health and Safety Legislation in the school.
7. Ensure emergency procedures are current and timely and records are maintained (e.g. fire practice and alarm tests).
8. Manage all elements of fire safety and the associated risks to the school through the process of risk assessment.
9. Manage the letting of school premises to outside organisations and school staff.

**Administration:**

1. Be responsible for the personnel administration tasks within the schools. Ensure adequate personnel systems are in place including time sheets, salary assessments, issuing of and amendments to contracts, payroll notification, monitoring of all salaries and confidential files.
2. Ensure that computerised data handling systems and records are maintained and kept up to date and that these are developed and commensurate with the needs of the school LA and DfE.
3. Act as the point of contact / password holder for any administrative IT networks if / as required.
4. Ensure that personal records on staff, both manual and computerised, are created and maintained and kept secure.
5. Be responsible for office security systems, including operation of the school safe, safe counting of monies and secure information systems.
6. In collaboration with the Executive Leadership Team, facilitate the maintenance of pupil records including assessment data. Ensure adequate systems are in place for the recording, monitoring and reporting of pupil attendance and other pupil/staff statistics/data.
7. Ensure that all statistical and statutory returns to the LA and DfE are completed and submitted on time.
8. Manage the school's admissions processes ensuring that appropriate systems are in place.

9. Ensure that all necessary Service Level agreements and other contracts are in place and monitored.
10. Ensure all Data protection policies, procedures are established and statutory duties are completed and monitored.
11. Able to make decisions as to when and how duties are carried out and play a key role in leading, motivating, training and guiding support staff  
Oversee the implementation of appropriate information management systems including administration, accounting and record systems.

**General:**

1. Liaise with outside agencies, including parents/carers, when required, acting as the focal point for communication both orally and in writing, ensuring a helpful and welcoming reception to the school whilst maintaining confidentiality.
2. Line manage administrative staff, site staff & IT infrastructure staff to provide and cost effective support for the schools within the federation.
3. Support and assist with the maintaining of policies and procedures relating to financial and administrative, safeguarding, safer recruitment, child protection, health, safety and security, confidentiality and data protection, GDPR reporting all concerns to an appropriate person and ensure our policies are current and approved by the governing body.
4. Carry out all duties and responsibilities with due regard to the Equal Opportunities Policy.
5. Support all aspects of the Federation's work to be compliant with national, local and legal expectations including those set out by the DfE and Ofsted.
6. Undertake any other relevant duties as required by the Executive Headteacher and Deputy Executive Headteachers.

**Effort Demands:**

1. To be able to work on own initiative, dealing with unanticipated problems, and to be proactive in finding effective solutions.
2. Ensure best value principles are adopted in order for the school to meet its educational aims.
3. Able to make decisions as to when and how duties are carried out and play a key role in leading, motivating, training and guiding staff.
4. Able to deal with conflicting priorities and deadlines producing reports and plans for service improvement efficiently and effectively.
5. A positive approach and a "can do" attitude.

### **PERSONAL SPECIFICATION**

<b>Education &amp; Qualifications</b>	
Studied or obtained a Diploma in School Business Management/Advanced Diploma in School Business Management	Desirable
Experience of completing the Schools Financial Value Standard (SFVS)	Desirable
Experience of completing the GDPR audit for schools	Desirable
<b>Knowledge &amp; Experience</b>	
Substantial experience of managing a budget efficiently and effectively	Essential
Secure knowledge of Human Resources legislation	Essential
Secure knowledge of Health, Safety & Risk Assessment	Essential
Secure knowledge of GDPR procedures and monitoring	Essential
Secure understanding of data protection procedures and monitoring	Essential
A commitment to work in a flexible and collaborative manner with other members of the school community.	Essential
A commitment to working in a large multi-cultural school environment with adults and children from diverse backgrounds.	Essential
Excellent communication skills both written and oral	Essential
Excellent interpersonal and negotiating skills	Essential
Excellent organisational skills	Essential
Able to use a range of I.T. packages	Essential
Able to strategically manage decision making within the school	Essential
<b>Skills &amp; Abilities</b>	
Ability to contribute effectively to Leadership Team and governors as appropriate	Essential
Ability to manage workload of self and others appropriately	Essential
Ability to work under pressure and meet deadlines	Essential
Ability to undertake recruitment and selection of staff and conduct appraisals	Essential
Ability to show a commitment to continuous professional development of staff	Essential
Ability to identify and acknowledge excellence and challenge poor performance	Essential

Ability to use initiative to deal with unanticipated problems with minimal supervision	Essential
Ability to tackle difficult issues and take difficult decisions and convey outcomes clearly and sensitively	Essential
Open and constructive with an ability to accept feedback and a willingness to reflect and learn	Essential
A “can do” positive approach	Essential
High expectations of self and others so that all aspects of work are of the highest quality	Essential
Ability to use IT packages and develop and implement effective administrative systems	Essential
Ability to build and maintain effective working relationships with a wide variety of people	Essential
Ability to maintain strict confidentiality in all matters	Essential
Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any further educational/schools’ developments	Essential
<b>Personal Qualities</b>	
Commitment to high educational, professional and personal standards	Essential
Respect for young people and their needs	Essential
Commitment to equal opportunities	Essential
A relentless drive for excellence	Essential
Ability to keep calm under pressure	Essential
To have strong awareness of professionalism and confidentiality	Essential
Substantial experience of line managing staff	Essential
Substantial experience of working in a school environment	Essential
<b>Other Requirements</b>	
Excellent record of attendance and punctuality	Essential
Full awareness of and evident belief in the importance of equality opportunity and the value of diversity and difference	Essential
Comply with safer recruitment checks including DBS and List 99	Essential
Ability to understand the principles of conflict resolution and challenge under performance.	Essential