



Gartree High School Job Description

School Business Leader

To provide a full School Business Leader service to the Headteacher and to lead and manage in all financial, premises and HR matters. Ensure that staff, pupils, governors and parents receive a high quality, responsive, effective and efficient support service. The role is one of a lead professional and will be a key member of the SLT and the Chief Finance Officer (CFO) to whom the academies detailed financial procedures is delegated.

The postholder is responsible to the:

- Headteacher in all matters.
- The postholder is also expected to interact on a professional level with colleagues to promote a mutual understanding of issues related to his / her area of work.

The postholder is responsible for:

- Providing the Headteacher and the governing body leadership and technical advice on all financial and resources matters.
- Having autonomy and full responsibility in the areas of finance, personnel and premises.
- Making a major contribution to the strategic direction of the school as a member of the Senior Leadership Team (SLT). Making evaluations and recommendations to aid SLT in their financial decision making. Provide professional information and advice to the SLT in all aspects of their work.
- Making a major contribution to the successful management and administration of the school and its continuing development in accordance with the governing body's long term strategies for development.
- Acting as Company Secretary to the academy and ensuring compliance with all returns to Companies House and the ESFA. Preparing and presenting end of year accounts.
- Making best use of the physical, financial and human resources available, ensuring continuous improvement.
- The line management and supervision of the finance officer, Site manager and catering manager.
- The coaching, mentoring and development of the support staff team. The School Business Leader being the most senior support staff member of the school staff.
- Providing effective business and financial management for the school with direct responsibility for budgets and business plans.
- Developing mutually beneficial links between the school and wider community.
- Having a significant impact on the day to day running of the school and management of a large support staff group.

Main areas of responsibility

Leadership & Strategy

1. Be part of the SLT, and attend SLT meetings, full governing body and appropriate governors' sub-committee meetings
2. Contribute to and promote the vision, values, moral purpose, learning & leadership styles and ethos of the school in a purposeful and inclusive manner.

3. Influence priorities and activities in relation to the school strategic plan by providing an alternative viewpoint from a non-teaching perspective that enables wide collaboration and co-ordination.
4. Demonstrate strong leadership skills when seeking input from others. Sustain team spirit, set expectations, drive performance and provide feedback and encouragement.
5. Develop own CPD by reflecting on performance and feedback.
6. Influence and advise on the development of a marketing and communication plan, with specific aims, to deliver the school mission and goals.
7. Support the delivery of consistent information across all communication channels.
8. Contribute significantly to local networking groups and actively respond to consultations and dialogues as well as coaching colleagues.
9. Play an active part in the school's development regarding consultation, development tasks and feedback.
10. Advise governors on all matters relating the legal and financial obligations of the school consulting with external advisors as required.
11. Ensure an efficient and cost effective catering provision is in place to meet the needs of our students.

Finance & Procurement

12. Lead the financial operations of the school to ensure proper stewardship of funds and compliance with the AFH and relevant financial regulations.
13. Assist the Headteacher with setting the school budget linking financial strategy and overall school objectives.
14. Monitor overall expenditure and performance against budget to ensure the successful achievement of school's objectives whilst delivering a balanced budget at year end.
15. Ensure that financial performance reporting is accurate, clear and relevant to the audience for whom it is intended. It should be robust and objective and comply with regulatory requirements.
16. Ensure colleagues understand and operate within financial procedures in relation to business decisions, providing training, leadership and support as necessary.
17. Implement effective systems of internal control that include clear financial regulations and operating procedures and provide training to colleagues on financial procedures as required.
18. Promote and embed a culture founded in the principles of Value for Money and identify efficiency opportunities based on spend analysis.
19. Evaluate benchmarking data, e.g. from the DfE, to inform joint procurement decisions and to plan resources.
20. Communicate the importance of obtaining competitive quotes and having to undertake a full EU/UK compliant tendered procurement process as required and seeking specialist external advice when required.
21. Actively review performance of contractors against key performance indicators and to identify any underperformance and ensure the school receives the optimum service that provides value for money.
22. Oversee the maintenance of a contract log including dates and procedures for contract closedown to ensure no financial penalties are incurred for poor timing or lack of notice.
23. Manage the deployment of a range of income-generating activities to maximise the school's financial resilience.
24. Develop business case for securing funds through successful grant applications and bid submissions.
25. Ensure the relevant controls are in place to minimise the risks associated with income generation activities.
26. Establish and maintain proportionate business continuity arrangements for financial processes and information.

27. Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the school.

Human Resources

28. Have detailed knowledge of the Schools HR policies and assist school leaders in their implementation and compliance.
29. Work with the Headteacher to explore options for efficiency improvement as opportunities arise.
30. Identify and review annual staffing needs in line with the School Improvement Plan (SIP) including recruitment options.
31. Influence and fully understand the recruitment, selection & induction processes. Inform and challenge senior leaders to ensure they also understand them and are fully engaged with the processes in place.
32. Ensure that safer recruitment processes are in place and that the SCR and DBS records are up to date.
33. Support appraisers to carryout appraisals for all support staff and provide guidance on under-performance.
34. Work with senior leaders to ensure goals and rewards are aligned across teams and individuals in line with SIP.
35. Support and coach managers to have honest conversations with their staff about their strengths, limitations, development needs and career aspirations.
36. Create a climate in which multidisciplinary teams collaborate to provide effective and responsive support services.
37. Ensure that all activity relating to HR is consistent and in line with legislation including guidance to managers cascaded from our HR advisors.
38. Provide specialist advice and guidance to managers who are dealing with conflict resolution including constructive and honest communication.
39. Keep accurate and appropriate records of HR-related issues including grievance, absence management, underperformance and disciplinary practice.
40. Comply with and promote safeguarding arrangements.

Premises & Health & Safety

41. Lead and advise the SLT and governing body on all health & safety matters.
42. Develop and manage an effective asset management system to be able to identify and protect the school resources.
43. Have detailed knowledge about the school's expansion and improvement plans in order to participate knowledgeably in the school's overall Estates strategy.
44. Assist the Site Manager, to manage the condition survey to identify necessary improvement works to be costed and planned.
45. Monitor capital projects to ensure that they are delivered on time and on cost.
46. Ensure the site team are able to manage procedures to report and respond to facilities- related issues, and initiate disaster recovery plan.
47. Critically assess and review the ongoing maintenance programme and consider options for undertaking necessary repairs/improvements and identify funding opportunities.
48. Implement and monitor procedures to report and respond to grounds-related issues.
49. Develop a school culture in which health and safety are prioritised and inform strategy, planning and decision-making.
50. Ensure there are effective arrangements for managing and mitigating risk across the school including insurance, robust risk management and health and safety advisors.

51. Manage and maintain appropriate inspection and quality assurance regimes to ensure that health and safety legislation is complied with.

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- To undertake training in accordance with job requirements and performance reviews.
- To comply with the requirements of equal opportunities, data protection, copyright, Health & Safety and other relevant legislation and school policy.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

To perform other such duties as may be requested by the Headteacher.

Personal Profile and Skills:

- Highly efficient, meticulous, punctual, reliable and with a sense of humour.
- Courteous, friendly, calm but firm.
- Exceptional interpersonal skills.
- An ability to work as part of a high-performing team.
- Excellent verbal and written communication skills.
- Good time management with the ability to work under pressure and prioritise as necessary.
- The ability to work with highly confidential matters, with high standards of discretion, trust and judgement at all times.
- Able to take responsibility and to seek solutions rather than simply articulate problems.
- Advanced ICT skills.
- An interest in schools, education and young people.

Statement

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Academy will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade.

Signed

Signed

Headteacher

Date

Date
