



North

Yorkshire County Council

Children & Young People's Service
The BAWB Federation
(Bainbridge, Askrigg and
West Burton Primary Schools)



JOB DESCRIPTION

OVERVIEW OF BUSINESS MANAGERS IN SCHOOLS

The job descriptions in this section are for School Business Manager roles covering Bands 11 to 16. The job descriptions provided should be used as templates which you can amend to describe the specific role operating within your school. You may wish to add or remove duties as appropriate, however consideration needs to be given to whether the alteration is significant and therefore may affect the banding of the role. Further advice on this can be sought from the Schools HR Advisory Team (schoolshradvisory@northyorks.gov.uk).

Below is guidance as to the skills and competencies required by a School Business Manager on bands 11-16 to aid the school in recruiting to the position of School Business Manager.

It is important that this overview is used as a guide; it is not a definitive list of what a School Business Manager's accountabilities should be. There are a range of factors which can influence a job evaluation outcome.

The Job Purpose

The School Business Manager is the member of staff who supports the smooth and successful running of a school. Areas of responsibility may include strategic and operational management of finance, human resources and facilities; line management and the professional development of support staff; and marketing and communications. They are most effective when they work in, or alongside, the school leadership team.

Qualifications

	Band 16	Band 15	Band 14	Band 13	Band 12	Band 11
Advanced Diploma of School Business Management and School Business Director Programmes or appropriate equivalent	√					
Degree level education or equivalent, ideally in a business/finance related subject	√					
Chartered accountant level qualification	√					
Certificate of School Business Management		√	√	√	√	√
Diploma of School Business Management or appropriate equivalent		√ ¹	√ ²	√ ³	√ ⁴	

- Advanced Diploma of School Business Management and School Business Director Programmes or appropriate equivalent - This course prepares school business managers to meet the increasingly complex challenges of school leadership, developing knowledge of strategic financial management, performance management and organisational transformation.
- Diploma of School Business Management - This course is aimed at experienced school business managers who should either be members of their school senior leadership team, or working closely with them.
- Certificate of School Business Management - This course is aimed at practising school business managers, including recent appointees and those in schools administrative and support roles. It is also suitable for new entrants to the school management profession.
- For more information on these courses please visit <https://www.gov.uk/nctf>
- If a jobholder does not hold the specified qualifications e.g. Diploma of School Business Management, they **must** hold an appropriate equivalent award such as a similar level of finance or business related qualification.

Financial Responsibilities

- The difference in the financial amounts between the bands is not necessarily the significant factor in determining the appropriate pay band. It is the amount combined with the level of responsibility the jobholder is given for those amounts.
- Under the Hay Job Evaluation factor-based scheme, 'prime impact' is more highly weighted than 'contributory impact'. Jobs with prime impact will also have a contributory impact but the most appropriate accountability impact will have been applied in the evaluation of the job.
- Prime impact – To have the lead on preparing and managing a budget, including key decision making in terms of spend.
- Contributory impact – To influence a budget in the form of specialist advice.
- Jobs at the higher band levels (bands 15 and 16) will also have a contributory impact through their provision of specialist advice on budgets in the region of approximately £375k - £15m **or** the post could have Prime accountability on a budget of approximately £37.5k-£2.6m. For jobs of this nature, the Prime

¹ Hold or be working towards

² Desirable to hold or be working towards

³ Desirable to hold or be working towards

⁴ Desirable to hold or be working towards

accountability will typically relate to the value of the staffing resource (non-teaching) managed by the postholder.

The table below highlights the differences between the roles at each band

Band	Description
11	<p>The job will involve:</p> <ul style="list-style-type: none"> ◆ Providing support to the headteacher and governors in the day to day management of the school budget, administration and school site(s). ◆ Leading and managing the admin team and take a lead role in personnel matters. ◆ Managing the contracts for the school e.g. catering, cleaning, caretaking, as delegated ◆ Leading in health and safety management, ensuring effective risk management. ◆ Providing support to the headteacher for the effective development and control of the schools financial growth, income generation and contract co-ordination. ◆ Undertaking effective procurement processes to ensure value for money. ◆ Delegated responsibility for financial decisions and will be responsible (with the headteacher) for managing and monitoring the school budget. Expected to investigate new funding streams ◆ Contributory impact on the school revenue and capital budgets through the provision of specialist advice in relation to financial management. Budget size in the region of £375k- £3.75 AND/OR ◆ <u>May</u> have prime and decisive impact through staff management of a small team with a resource value of around £37.5k. ◆ They will require detailed knowledge of financial management, alongside knowledge of premises and contract management and HR procedures. Experienced in managing/supervising staff, financial management, administration and data inputting systems. ◆ Academically expected to hold the Certificate of School Business Management or an equivalent business/administration qualification. <p>Please click here to go to the Band 11 Job Description</p>



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JOB DESCRIPTION

POST: SCHOOL BUSINESS MANAGER	
GRADE: Band 11	
RESPONSIBLE TO: Head-Teacher	
STAFF MANAGED: Support staff e.g. administrator	
POST REF. NO:	JOB FAMILY: 3
JOB PURPOSE:	<p>To provide support to the head-teacher and governors in the day to day management of the school budget, administration and school site(s)</p> <p>To provide support to the head-teacher in the day to day management of the school office and site</p> <p>To lead and manage some support staff and take a lead role in personnel matters</p> <p>Manages the contracts for the school eg catering, cleaning, caretaking, as delegated</p>
JOB CONTEXT:	<p>Works within the busy school environment in managing the administration, procurement, premises, personnel and finances of the school to ensure the smooth running of the school</p> <p>Enhanced DBS Clearance required</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • To provide information analysis to support school planning and improvement • To review and assess school priorities for planning, preparing and forecasting school budget • To continually analyse information to ensure cost efficiency • To provide comprehensive management and support to headteacher for the effective development and control of the schools financial growth, income generation and contract coordination • Leads on development of administrative and financial systems in their area of responsibility • Responsible for submitting returns on time.
Communications	<ul style="list-style-type: none"> • Establish good working relationships and communicate effectively with all staff, pupils, contractors and external partners • Responsibility for the effective communication with support staff
Resource management	<ul style="list-style-type: none"> • To be responsible for managing a small team of staff • Highlight additional training and supervision needs to build on your skills and knowledge • Communication and implementation of HR policies • Attend staff meetings and training days • Set clear targets and challenge underperformances where appropriate • To take delegated responsibility for the effective management of premises following appropriate discussions with Headteacher • To support the Headteacher in responsibility for the school site and buildings, their maintenance, development and efficient use, including lettings for income generation • To take delegated responsibility for financial decisions following appropriate discussions with Headteacher • To be responsible with the head-teacher for managing and monitoring the school budget • To advise the Head-teacher on budgetary matters
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Understand that different confidentiality procedures may apply in different contexts • Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with
Systems and Information	<ul style="list-style-type: none"> • Monitors and contributes to the effective management of technologies and systems • Responsible for maintaining accurate records for the school
Strategic Management	<ul style="list-style-type: none"> • To investigate new streams for funding • To ensure that the school is fully prepared to meet and maintain the Financial Management Standards • Make the best possible use of resources through effective planning, considering all financial and other resource implications • Contribute to the development of policies for their areas of responsibility
Data Protection	<ul style="list-style-type: none"> • To comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • To work with colleagues and others to maintain health, safety and welfare within the working environment • Take a lead role in health & Safety management, ensuring effective risk management
Equalities	<ul style="list-style-type: none"> • Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users • Develop own understanding of equality issues
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values • Understand your role and its limits, and the importance of providing care or support
Date of Issue:	

PERSON SPECIFICATION

JOB TITLE: School Business Manager Band 11

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none">• Detailed knowledge of financial management• Knowledge of premises management, contract management and HR procedures• Knowledge of child protection procedures and a commitment to safeguarding pupils	<ul style="list-style-type: none">• Knowledge of employment legislation• Knowledge of Health & Safety legislation• Knowledge of procurement procedures
<p>Experience</p> <ul style="list-style-type: none">• Experience of managing/supervising staff• Financial management experience• Administrative experience• Experience of data inputting systems	<ul style="list-style-type: none">• Contract management experience
<p>Occupational Skills</p> <ul style="list-style-type: none">• Good ICT skills• Ability to manage the school budget on both a strategic and day to day level• Ability to lead and motivate a team• Analytical skills• Negotiating skills• Report writing skills• Ability to make decisions• Attention to detail, neatness and accuracy• Good organisational and time management skills• Ability to work as part of a team• Flexible and committed• Confidentiality	
<p>Qualifications</p>	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Certificate of School Business Management or equivalent business/administration qualification 	
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the school's policies and ethos • To be committed to Continual Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.



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