

Simonside Primary School

Bedeburn Road
Newcastle upon Tyne
NE5 4LG



Post Title:	School Business Manager
Grade:	N8 £38,223-£42,403 per annum, pro rata Actual Salary: £32,490-£36,043 per annum
Working pattern:	1.0 FTE (or would consider part time)
Responsible to:	Head Teacher
Job purpose:	Managing finance, human resources, ICT, estate management, administration and training, aligned to the Institute of School Business Leadership standards.

Job Description accountabilities:

- **Strategic Planning**

- To ensure the school makes the best possible use of resources through effective strategic planning.
- To understand the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long term educational trends and developments.

- **Finance and Procurement (ISBL standard)**

- To ensure compliance with the financial management standard in schools.
- To manage and monitor budgets and payroll and advise the Head Teacher and Governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan for the future development of the school.
- To provide detailed management accounts for the Governors and Head Teacher according to an agreed schedule, reporting any exceptional problems, as well as provide advice on optimising spending.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To buy and manage insurance (including supply teacher cover). Preparation of the monthly management accounts for the Trust, working with key stakeholders, using IRIS Financials.
- To help secure sponsorship funding by developing contacts and raising the school profile, as well as fundraising and grant writing.

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- **Human Resources (ISBL standard)**

- To be responsible for the recruitment professional development, appraisal and training of all of support staff and to provide leadership and guidance for support staff including direct line management responsibility where appropriate.
- To programme cover for staff with planned or unplanned emergency absence.
- To contribute to the development of school specific policies.
- To develop and maintain an accurate single central record.

- **Estates Management (ISBL standard)**

- To manage the security of the school site and the maintenance of the school site, buildings and furniture and fittings.
- To manage extended services provision and liaise with parents on non-teaching and learning matters.
- To manage the letting of the school premises to outside organisations.

- **Office Administration**

- To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.

- **Marketing and Communications (ISBL standard)**

- To help promote the school to parents, partners and the local community.
- To liaise with local businesses for fundraising, arranging vocational experience and joint projects.

- **General**

- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

Personal Specification:

- A resilient attitude, with a specialism in one of the following areas: Finance, Procurement, Estates Management or Human Resources

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- A flexible, agile workstyle within a leadership role, demonstrating a strong collaborative ethos and decision making skills
- An accountancy qualification preferred (e.g., AAT, CIPFA, ACCA, CIMA, ACA) or working towards
- Experience of IRIS financial software preferred but not essential
- Advanced excel knowledge and proficient Microsoft Office user.