

Role of School Business Manager

The Governors are seeking an exceptional candidate to fill the role of School Business Manager at Chichester Free School.

40 hours per week, salary range between £37.5k and £42.5k depending upon experience and negotiable for an exceptional candidate.

Introduction

Chichester Free School is a non-profit making, independent, state-funded school set up in the Chichester area, established in response to real demand within the local area for a greater variety of schools. It was established by a group of parents and teachers who are all absolutely committed to providing young people with the best possible chance to succeed.

Chichester Free School is the project development and trading name of Sussex Education Trust Limited. The Trust is incorporated with the charitable objective to establish, maintain, manage and develop a school offering a broad and balanced curriculum.

In 2013 we opened with Reception and Years 1, 3, 7 and 8 and will grow year on year until we are at capacity in around 2019 with 1170 pupils with pupils aged 4 to 19. In September 2014 we took our second year of intake and currently have 360 pupils. Chichester Free School is one of only 10 all through schools which were opened in September 2013.

Chichester Free School is open to pupils of all abilities. We do not have a catchment area, thus ensuring that Chichester Free School is fair and inclusive and available to anyone who wants to apply. We will take part in the West Sussex County Council (WSCC) admissions process, so parents will apply for places for their child in the same way as any other local school.

Role description

The Governors are seeking to appoint an enthusiastic, reliable and diligent person with experience of operating as a School Business Manager in either a maintained, Academy or independent school. Exceptional organisational skills are essential as is an aspiration to contribute to the overall ethos, work and aims of the school.

The successful candidate will be confident, enthusiastic, well organised and will demonstrate initiative.

In addition to an admin team the role of SBM at Chichester Free School is directly supported by a management accountant (3 days per week) who is a qualified chartered accountant.

The School Business Manager (SBM) provides whole school leadership and management as part of Chichester Free School's Senior Leadership Team in the following areas: strategic financial planning; effective financial operation of the school; maximisation of funding streams; extending the business activities and operations of the school; project management; ensuring best value for money through traded services, facilities, premises and contract management; strategic management relating to other key areas such as health and safety management, Community and Site development, IT and catering. The post holder will also have responsibility for all 'other than teaching' aspects of the school's activities.

The SBM should have a broad range of experience and skills relevant to the job description, and be able to demonstrate the capacity and willingness to undertake appropriate training in areas where they do **not** have expertise.

The key elements of the role are as follow:

Summary:

- Manage an efficient, effective 'other than teaching' structure and system of accountability.
- To be responsible for strategic financial planning and providing a lead in the financial direction of the school.
- To provide robust financial management of the school's activities and assets.
- To be responsible for the accuracy of financial forecasting, budgetary processes and the end of year accounts.
- To contribute to whole school leadership as part of the Senior Leadership Group and support governors in fulfilling their responsibilities.
- To provide project management expertise and advice and to act as Project Manager on specific projects as identified by the Principal and governors.
- To be the leading support staff professional sitting on SLT and provide leadership and guidance to all support staff in line with the strategic direction of Chichester Free School.

Strategic Financial Planning and Management:

- To liaise with the Management Accountant to ensure effective and timely financial monitoring through production of monthly reports to the Principal, Senior Leadership Team (SLT) and governors.
- To make use of national and regional benchmarking data available to provide the Principal, SLT and Governors with comparative analysis to inform decision-making on financial prioritisation.
- To liaise with all relevant organisations to ensure the school receives its full funding allocation and to inform accurate financial planning.
- To ensure the school meets statutory financial standards and all necessary requirements from internal and external auditors.
- To oversee the implementation of approved insurances and the handling of any claims that arise and obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
- To manage provision of financial services to the school by outside organisations, making recommendations for changes to the Principal and Governing Body if necessary.
- To provide leadership for all budget holders in the school in terms of effective budget management, including training where necessary on financial management.

Income Generation and Management of Business Activities of the School:

- To work with other staff to identify additional sources of income for the school including maximising revenue from the commercial use of the school's assets, accessing grants from public, charitable and private bodies, and establishing partnerships.
- In conjunction with other staff as appropriate, to plan, prioritise and deliver bids, proposals and projects, as required to access the additional sources of income identified.
- In conjunction with other staff, to research local, national and international opportunities for grant funding and financial partnership working that might allow for improvement to any part of the school buildings, site or provision.
- To identify and co-ordinate opportunities for members of the staff team to support or contribute to the work of other schools or outside bodies in a way that generates further income for the school.

Leadership and Line Management:

- To contribute to the school's Self Evaluation and Improvement Planning process.
- To line manage the Management Accountant and oversee effective management of the school finances and HR systems on a day to day basis.
- To line manage the ICT Co-Ordinator and ensure that there is a strategic plan in place for existing and future development of the IT capability within the school.
- To line manage the Site and Community Manager, ensuring that there is a business plan in place for existing and future development of these aspects of the school's operations, including the strategic development of the site, refurbishment projects, new builds and contracts. To oversee the formulation of comprehensive business continuity and disaster recovery plans.
- To oversee the recruitment of support staff in conjunction with other relevant staff.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.

- To oversee compliance with policies and procedures relating to equal opportunities, health and safety, security, evacuation and emergency closures, confidentiality and data protection.
- To oversee the School Travel plan.
- To ensure that the curriculum is fully costed, affordable and reflected in the financial plans of the school.
- To provide strategic vision and leadership across all 'other than teaching' functions of the school.
- To have oversight of the Catering operator.
- To manage designated administrative functions, including reprographics and records.
- To attend relevant governors meetings particularly those involving Finance matters.
- To line manage those responsible for the admission process.

Project Management and Management of External Services and Contracts:

- To be responsible for the effective management of all ongoing contracts entered in to by the school with external agencies. These to include, for example, catering, grounds maintenance, utilities, refuse collection, personal hygiene and all traded services.
- To be responsible for the effective management of all one-off contracts with external agencies. These to include, for example, capital works (new build and repair work) and insurance work.
- To lead the tendering processes, and provide advice to the Principal and Governing Body, for all of the above contracts to ensure best value and quality provision is maintained.
- To advise the Principal on improvement of the site, including the most effective deployment of revenue and capital monies to ensure continued improvement.
- Manage staffing, buildings, ICT systems, equipment and school vehicles to achieve an uninterrupted service.

Health and Safety Management, Payroll and HR:

- To lead on all aspects of Health and Safety, Premises and Fire safety for the site and to provide strategic advice and support to the Principal, SLT, all staff and governors in relation to health and safety issues, monitoring compliance with all relevant legislation.
- To monitor SLAs for value for money.
- To liaise with the Management Accountant and Principal in relation to personnel issues and ensure that the school complies with relevant legislation.
- To maintain an effective performance management process for support staff dealing effectively with any poor performance issues, in conjunction with other relevant staff.
- To liaise with local authority HR (or similar) staff as required.
- To be responsible for the oversight of School Staff Attendance Policy and procedures. Conduct informal and formal interviews for all staff as part of the policy with the Principal.

Particular duties of all support staff at Chichester Free School include:

- observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement, ensuring that they are implemented appropriately at all times
- attending all Inset and training sessions as required by the School
- taking part in the professional appraisal process as required by the School
- attending major School events
- conforming to the Code of Conduct for Staff as detailed in the School's Employment Manual
- developing and maintaining good relationships with parents and the local community

All staff at Chichester Free School commit themselves to contribute fully to the ethos and life of the School both in school and outside and the School operates its own salary structure.

Chichester Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualifications

a. 5 GCSE's (A-C) or equivalent including English and Maths	Essential
b. Recognised SBM qualification	Desirable
c. Working knowledge of relevant financial practices, policies and legislation	Desirable
d. Awareness of Data Protection protocols and issues	Desirable

Professional Attributes

a. A flexible 'can do' approach	Essential
b. The ability to build positive working relationships, negotiate with and influence individuals and relevant groups	Essential
c. Authority and ability to inspire confidence in students, teaching and associate staff and parents alike	Essential
d. A strong commitment to continuing professional development	Essential

Experience

a. Experience of operating in a school finance and business management role	Desirable
b. Experience of preparing and presenting management reporting, budget analysis and forecasting	Desirable
c. Experience of working in a school environment	Desirable

Skills Required

a. Ability to work to and meet tight deadlines	Essential
b. Excellent organisational/administrative and ICT skills	Essential
c. Teamwork: the ability to work collaboratively with others	Essential
d. Communication skills: the ability to make points clearly and understand the views of others	Essential
e. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
f. Able to communicate with a wide range of audiences including pupils, parents, teachers, associate staff and outside agencies	Essential
g. Ability to be innovative, creative and tenacious.	Essential
h. Decision making skills: the ability to solve problems and make decisions	Essential
i. Ability to write clear and concise English.	Essential

Attitude/approach

a. Able to respond to speedy changes in technology and learn and apply new solutions.	Desirable
b. A deep and passionate commitment to the values and ethos of Chichester Free School in and outside of the classroom	Essential
c. Ability to enthuse children and adults	Desirable
d. Possess a positive attitude and approach to change and development	Essential
f. Enjoy rising to the challenges inherent in a school environment	Essential
g. Lifelong learner	Desirable
h. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of Chichester Free School	Essential
i. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence	Essential
j. Developing and sustaining a learning culture that has the Chichester Free School ethos at its core, including high expectations and standards of achievement for all	Essential

Safeguarding

a. Evidence of commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential