

School Business Manager - Job Description

Job Title:	School Business Manager
Appointed by:	Trustees
Reports to:	Lead Finance Trustee
Position:	Full Time (37.50 hrs./week)
Location:	Cambridge Steiner School, Hinton Road, Fulbourn. CB21 5DZ
Salary:	£32,000 -£34,000
Type of Contract:	Permanent
Deadline for applications:	16 th December 2020

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Main features of the position

We are seeking to appoint an experienced and enthusiastic business/commercial manager to take the lead role in the financial and operational management of the school. The successful candidate would ideally have:

- Experience of managing a busy and complex workload across finance, HR and operations
- Sound understanding of accounting, budget management and financial reporting
- Competent in HR procedures including recruitment, appraisal, disciplinary and redundancy procedures. The post holder must be aware of the requirements of maintaining the Single Central Record and will be the responsible person for ensuring the SCR is up- to- date and complies with requirements.
- Be exceptionally organised and efficient, with attention to detail
- Have excellent communication and interpersonal skills as well as flexibility in demanding situations
- Will need a high degree of resilience in managing the operational requirements around Health & Safety
- Experience of working in an educational context, preferably a school would be desirable but not essential

Operating as a key member of the School Leadership Team this role is primarily responsible for supporting the School Leadership Team to grow the school and deliver and improve the financial and commercial aspects of the school's business agenda. A strong managerial, operational, HR and financial background is required, as is the ability to multi-task and remain positive at all times. The role is very much focused on developing knowledge and skills within team members, resourcing, processes and efficiency as these are key areas to support the school.

Key responsibilities

General

- Work at a strategic level to plan, lead, inspire and challenge; advising the Board of Trustees on key issues as needed
- In conjunction with the school's Designated Safeguarding Lead (DSL), develop and maintain a culture of safety, well-being and inclusion throughout the school community
- Contribute to and develop the School's Business Plan, providing the Finance Committee and SLT with monthly reports. Attend Board of Trustees meetings as required.
- Take overall responsibility for the business functions and facilities management of the school
- Undertake an ongoing review of existing HR and Finance systems and processes and implement new ones, where appropriate
- Promote positive team working, working cooperatively with other staff members, volunteers and trustees in delivery of an excellent educational service

Finance and Accountancy

- Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the head or senior academic staff.
- Issue termly fee invoices to parents and robustly manage income collection & debt management
- Monitoring income and expenditure in relation to budget and presenting regular management reports to the governing body.
- Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP).
- Maintaining cash flow projections for the current and future years.
- Keeping analyses of costs and other statistical records.
- Manage the Early Years funding process
- Scrutinising and passing for payment all invoices received in the school.
- Advising on general financial policy within the school.
- Preparing forecasts for the future financial performance of the school over a period of five years.
- Advising on the financial implications of the charitable status of the school.
- Advising on scholarship and bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards.

Human resources

- Lead and advise on all HR procedures including recruitment and performance management, ensuring that the school is compliant with employment law (in conjunction with our external HR insurers)
- Manage the Single Central Register, ensuring that all necessary pre-employment checks are carried out on staff (with support from the DSL)
- Develop and review an appropriate induction process for different categories of staff
- Oversee the supervision and appraisal process for all staff, ensuring that all staff have regular reviews and appropriate paperwork is completed
- Set and manage the training and development budget, ensuring that all staff have the required statutory training as well as opportunities for personal development

Business support

- Manage the members of the school support team, including the Receptionist, Administrator, Kitchen Supervisor and other roles to be defined, providing appropriate support, guidance and development
- Prioritise, perform and/or delegate all financial, administrative and admissions tasks, as appropriate, including fundraising and marketing.
- Ensure that all school MIS/DMS systems are kept up to date and be responsible for Data Protection, with a particular focus on ensuring compliance with GDPR regulations
- Act as the school's designated Data Protection Officer (DPO)
- Act as Complaints Coordinator, in support of the school's Concerns and Complaints Policy

Facilities and resources

- Ensure that the school building is maintained as fit for purpose
- Ensure that IT equipment is maintained and is appropriate for the needs of the school
- Create and review all contracts and Service Level Agreements with outside suppliers and contractors ensuring that they offer best value for money
- Oversee and review when necessary external use/hire agreements
- Ensuring compliance with the relevant Independent School Standards

Health and safety

- Act as the responsible person within the school with regards to Health and Safety, ensuring compliance with statutory guidance and the Independent School Standards
- Act as Lead Fire Marshall, ensuring staff are trained in evacuation procedures, and fire drills, risk assessments and equipment checks are completed
- Ensure that all staff and volunteers are aware of and comply with health and safety policies and procedures

This Job Description is not an exhaustive and final list of duties. It is expected as School Business Manager that the post holder will be proactive in identifying and undertaking/delegating new tasks and responsibilities as they arise.

Person specification

This section details the knowledge, skills and experience required for the role.

Essential	Desirable
Knowledge and Skills	
Excellent written and oral English	Data Protection Act, particularly GDPR
Excellent attention to detail	Understanding of the Independent School Standards
Ability to strategically influence decision making within the school	Understanding of promoting positive relationships with the wider school community
Ability to think logically and creatively when needed to ensure tasks are completed effectively but also within	Familiarity with principles of Steiner Education

budget	
Able to use a range of ICT packages including advanced level Microsoft Excel	Familiarity with using Management Information Systems (Engage and Double First)
Qualifications	
Recognised management/business degree or equivalent related professional qualification	Bursar/School Business Manager/Resource Manager specific qualification
	Safeguarding, safer recruitment, food hygiene and/or H&S training
	Relevant financial qualifications (e.g. ACA, ACCA, CIMA) and ideally CSBM / DSBM
Experience	
Managing a six-figure budget	Managing within an educational environment
Managing a multi-disciplinary team	Business planning
Recruitment, employee relations, performance management and providing advice and guidance to managers	Working within a charity, particularly with a Board of Trustees
Managing a varied and challenging workload at a senior level	Customer service
Managing complaints and concerns	Undertaking investigations
	Managing H&S, facilities and/or catering services
Attributes	
Interest in training and developing skills and knowledge in others	
Highly developed interpersonal skills including influencing skills	
Ability to remain calm and think clearly in stressful situations	
Ability to make decisions quickly and confidently, but with understanding of when to involve others	
Willingness to constructively challenge the work of self and others to continually improve own and team performance	
Ability to work under pressure and meet deadlines	
Friendly and professional attitudes with a good sense of humour and a down-to-earth demeanour	
A positive 'can-do' attitude	

Other	
Willing and able to attend out-of-hours meetings and events when needed e.g. trustee meetings/weekend festivals	
Is not a parent of a child in school or related to a staff member/trustee	

Essential information

Cambridge Steiner School is committed to Safeguarding and welfare of all children.

All employees will be vetted for suitability to work with children and young people, and all appointments will be subject to the following:

- Satisfactory DBS check
- Satisfactory references
- Proof of eligibility to work in the UK

Application forms can be downloaded from the school website or obtained from the school office at reception@cambridge-steiner-school.co.uk. Completed applications should be returned to Nilesch Jethwa: nilesch@cambridge-steiner-school.co.uk