

Triangle C of E (VC) Primary School



School Business Manager Recruitment Pack

Closing Date: Monday 18th November 2024 – 12 noon

Interviews: W/C – 25th November 2024

Required Start Date: Monday 6th January 2025

Butterworth Lane
Triangle
Sowerby Bridge
HX6 3NJ
Tel: 01422 831558

Triangle CE Primary School
Post: School Business Manager

Scale : S02– (26-28)

Actual salary £20,908 - £21,958

Permanent Part Time Post (24 hours per week)

Term Time Only + 5 days



Job Advertisement

Triangle CE Primary School are seeking a highly motivated and inspirational School Business Manager with strong organisational and interpersonal skills to join our team. This role is ideal for an experienced School Business Manager looking for reduced hours or a more flexible working pattern. It is also a great opportunity for a candidate with substantial administrative experience who is ready to take the next step in their career.

We offer a comprehensive training package to ensure the successful candidate transitions smoothly into the role. If you are passionate about contributing to a dynamic school environment and are eager to grow professionally, we encourage you to apply.

We are a friendly and welcoming school that offers:

- Motivated and enthusiastic children who are well-behaved and a joy to work with.
- A talented, supportive, and dedicated staff, passionate about our continued success.
- Highly engaged parents and carers who contribute to our vibrant school community.
- A supportive leadership team and Governing Body committed to fostering growth and innovation.
- Fantastic facilities with great potential for both learning and extra-curricular activities.
- A school with a strong, positive reputation within the local community.

We are seeking a School Business Manager who:

- Is highly motivated, organised, and capable of managing multiple responsibilities.
- Possesses a proactive approach to problem-solving, using their initiative to troubleshoot independently.
- Has significant experience in administration, including overseeing and managing the work of others.

- Has the expertise to lead, develop, and supervise administrative, financial, and HR systems.
- Demonstrates exceptional written and verbal communication skills, with the ability to handle situations diplomatically and tactfully.
- Exhibits strong problem-solving skills and a positive, “can-do” attitude.
- Is proficient in ICT, with excellent technical skills to support day-to-day operations.

If you would like to find out more about our school, please visit our website www.triangleprimary.org.uk or follow us on Facebook. Visits to the school are also warmly welcomed and can be arranged by contacting our school office on: 01422 831558

Application forms and further details are available from the Calderdale website www.calderdale.gov.uk

Completed forms should be returned to the school by 12 noon on Monday 18th November via e-mail: admin@triangle.calderdale.sch.uk or alternatively by post to the school.

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Triangle CE Primary School
Post: School Business Manager
Grade: S02



Job Description

Prime Objectives of the Post

The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.

Plan and provide effective and efficient financial, personnel, administrative and premises management to the school Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources.

Responsible to: Head Teacher

Responsible for: Line manages the Office staff, Premises Manager*, Cleaners* and Kitchen staff*

*These staff are outsourced.

Main Duties and Responsibilities:

Leadership and Strategy

1. Contribute to Senior Leadership Team meetings.
2. Negotiate and influence strategic decision making within the school's Senior Leadership Team.
3. In the absence of the Head Teacher, take delegated responsibility for financial and other decisions.
4. Plan and manage change in accordance with the school development/strategic plan.
5. To lead and manage administration and ancillary staff.

Financial Resource Management

1. Evaluate information and consult with the Senior Team to prepare a realistic and balanced budget for school activity.
2. Use the agreed budget to actively monitor and control performance to achieve value for money and provide budgetary information as appropriate
3. Identify and inform the Head Teacher of the causes of significant variance and take prompt corrective action.
4. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.

5. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
6. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
7. Identify additional finance required to fund the school's proposed activities.
8. Seek and make use of specialist financial expertise.
9. Maximise income through lettings and other activities.
10. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
11. Present timely and fully costed proposals, recommendations or bids.
12. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
13. Monitor the effectiveness and implementation of agreements.
14. To liaise and provide all information required by auditors and implement any recommendations.
15. To be responsible for maintaining FMSIS and manage the maintenance of the accounting records on SIMS.

Administration Management

1. To support the Head Teacher with confidential secretarial duties.
2. Manage the whole school administrative function.
3. Design, maintain and monitor administrative systems that deliver outcomes based on the school's aims and goals.
4. Define responsibilities, information and support for staff and other stakeholders.
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
7. Benchmark systems and information to assess trends and make appropriate recommendations.
8. Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines.

Marketing

1. To ensure all documentation is of high quality and sensitive to the needs of our school community
2. To promote positive engagement with the local and wider community.

Human Resource Management

1. Manage the HR services for all school staff seeking specialist support as appropriate.
2. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary, redundancy and equality policies and procedures comply with legal and regulatory requirements and are shared with staff.
3. Evaluate the school's strategic objectives and obtain information for workforce planning including future activities.

Facility and Property Management

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health and Safety

1. Act as the school's Health and Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
4. Enable regular consultation with people on health and safety issues.
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health and Safety Executive.
6. Ensure the maximum level of security consistent with the ethos of the school.

Line Management of Staff

1. Day to day management of staff.
2. To be responsible for the line management and performance management of allocated staff.
3. To motivate, lead and delegate work as appropriate.
4. To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

General

1. Attend meetings as required by the line manager.
2. To work within the team and share good practice.
3. To take part in any CPD activities appropriate to the role.
4. Support the development and implementation of initiatives and policies eg data protection, child protection, health and safety.
5. To respect the confidentiality of all pupils by using the School protocols for sharing information eg child protection information.
6. The postholder will be required to undertake any other professional duties as required by their line manager.

Triangle CE Primary School

Post: School Business Manager

Grade: S02

Person Specification

Assessed by:

No	Categories	Essential / Desirable	App Form	Interview / Task / References
QUALIFICATIONS AND EXPERIENCE				
	GCSE Qualifications including at least Grade C (or equivalent) in English and maths	E	✓	
	Relevant professional qualification in School Business Management, Administration, or Finance.	D	✓	
	Significant experience in administration or as a School Business Manager.	D	✓	✓
	Experience in financial management, including budgeting, financial planning, and monitoring.	E	✓	✓
	Proven ability to manage and develop administrative systems effectively.	E	✓	✓
	ICT proficiency, with strong skills in Microsoft Office and school management software.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
	Thorough knowledge of financial systems and procedures, with the ability to produce and interpret financial reports.	D	✓	✓
	Strong understanding of HR processes, including employment law and best practices in recruitment and staff management.	D	✓	✓
	Excellent communication skills, both written and verbal, with the ability to build relationships with a variety of stakeholders (staff, parents, external partners).	E	✓	✓
	Strong organisational skills with the ability to prioritise and manage a diverse workload efficiently.	E	✓	✓
	Ability to work independently and proactively, with a problem-solving mindset.	E	✓	✓
	Knowledge of safeguarding and the ability to manage sensitive information with discretion and confidentiality.	E	✓	✓
PERSONAL QUALITIES				
	Highly motivated and able to inspire and lead by example.	E	✓	✓
	A flexible approach to work, with the ability to adapt to changing situations and priorities.	E	✓	✓
	A team player who can work collaboratively with teaching and non-teaching staff to support the school's aims.	D	✓	✓

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