



## **JOB DESCRIPTION**

**POST:** SCHOOL BUSINESS SUPPORT MANAGER (SBSM)      **DATE:** NOVEMBER 2018

**REPORTING TO:** CHIEF FINANCIAL AND OPERATIONS OFFICER (CFOO)  
& DOTTED LINE TO HEADTEACHER

**LOCATION:** SCHOOL SPECIFIC  
This post requires the ability to travel when required and to work directly with other Schools in the Trust.

**DISCLOSURE LEVEL:** ENHANCED DBS

### **Job Purpose:**

The School Business Support Manager (SBSM) works to ensure that the educational aims and services of The Hamblin Education Trust are delivered within the School for which they provide support, and/or at a shared services level.

Reporting into the Chief Financial and Operations Officer (CFOO) of the Trust, with a dotted reporting line into the Headteacher when working on specific school sites, the post holder is responsible for ensuring that the services delivered are effective, efficient and in line with probity and governance requirements.

The post holder is responsible for managing, advising and overseeing the work of the Finance, payroll, Human Resource functions and administrative activities within the School and providing support on Estates and Health & Safety matters. He/she will also be able to provide such support and specialist expertise on a functional and cross-School basis as required.

The post holder will be able to motivate and inspire those that they work with and harness all opportunities to create a climate of success and achievement for all, in accordance with the values of The Hamblin Education Trust.

### **Main Accountabilities:**

#### **Leadership and Management**

- To lead, manage and motivate a team of multi-disciplinary staff, being responsible for their support, performance, appraisal and development to support the aims of the Trust, developing individuals as required to ensure an effective, efficient and flexible workforce.

#### **Financial Resource Management**

- Assist the CFOO, Headteacher and Finance Committee with the preparation of the annual budgets for the School.
- Monitor and oversee the agreed local budget within the School with the Headteacher and Finance Committee.

- Identify and inform the CFOO/Exec Head, Headteacher and Finance Committee as necessary, of the causes of significant variance and take prompt corrective action.
- Provide budgetary information on a regular basis which will include providing reports for the CFOO/Exec Head to be able to report to Directors and Local Governing Bodies as required. Attend Finance Committee meetings to report on schools overall Financial Performance.
- Be cost conscious to ensure the School and Trust achieves value for money.
- Oversee and ensure that systems and procedures for financial transactions are recorded and reported accurately and in a timely manner.
- Provide support to the CFOO and Headteacher on funding programmes, due diligence processes and other activities as part of wider multi-academy trust functions.
- Support the CFOO and Headteacher with bids, presenting timely and fully costed proposals and recommendations.
- Oversee the administration function, working collaboratively in accordance with shared practices and procedures to ensure efficiencies and compliance within the School and the Trust.

### **Payroll Administration**

- Ensure the operation of the payroll service is complied with, providing correct data at the right time to the external payroll provider and dealing with any staff queries.

### **Human Resource Management**

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary, redundancy and safeguarding policies and procedures are implemented which comply with HET wide, local arrangements, legal and regulatory requirements.
- Undertake management of all personnel contracts across the Schools providing recommendations/guidance on a range of non-complex HR issues, such as managing absence, capability, annual leave, working conditions and seeking professional HR support and guidance as required.
- Support the Headteacher in recruitment, performance management, appraisal and development processes.

### **Administration**

- Oversee all administration activities relating to parent communications (parentmail), trips, reception duties, exams, data, pupil reporting and other related administrative activities to ensure that activities are carried out in an accurate, timely, professional and cost-efficient manner and in accordance with all mandatory and safeguarding policies.

### **Other Support**

- Support the CFOO and Estates Manager (as appropriate) to ensure the Facilities budget is managed in such a way to ensure compliance and that any administration supports this.
- Report to and attend the Finance Committee and the Full Governing Body as required.
- Support in effectively managing local ancillary services e.g. catering, cleaning etc working with the relevant Committee.
- Under the direction of the CFOO and in liaison with others responsible for Health and Safety and the relevant Committee, manage the budget to ensure compliance with all relevant legislation, policies and procedures so that all health and safety requirements are observed and documentation is maintained.

## General

- Maintain and observe a high degree of professionalism, ensuring confidentiality at all times.  
Display prompt and effective organisation, planning and decision making. Ensuring the team is customer focused on its internal and external customers and delivers 'best practice' at all times to ensure that the educational aims and services of The Hamblin Education Trust and Schools within it are delivered.  
Flexible and adaptable to undertake any other reasonable duties / projects, that may be required from time to time.

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>· Professional qualification in finance or accounting e.g. CIPFA, AAT, ACCA</li> <li>Or</li> <li>· School Business Manager specific qualification i.e. CSBM/DSBM</li> <li>OR</li> <li>· Qualification by experience in a relevant organisation such as School or local Authority</li> </ul>	<ul style="list-style-type: none"> <li>· Degree in Business related discipline</li> <li>· Evidence of further professional development.</li> <li>· School business management experience</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>· Financial management and experience of monitoring/working with budgets</li> <li>· Substantial administrative skills</li> <li>· Awareness of HR and Payroll activities</li> <li>· Awareness of Health and Safety legislation</li> <li>· Proficient in use of MS Excel spreadsheets, other Microsoft packages</li> <li>· Knowledge of PS Financials or similar package</li> <li>· Experience of delivering on multiple projects/work within tight timescales</li> <li>· Experience of managing and developing a multifunctional team and working with external suppliers</li> <li>· Ability to work under pressure with conflicting priorities</li> <li>· Ability to tackle Adhoc requests as they arise</li> <li>· Strong organisational skills</li> <li>· Strong written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>· Currently working in an educational environment</li> <li>· Strong understanding of all areas of Academy policies and objectives</li> <li>· Experience of HR, Payroll and pupil data</li> <li>· Experienced in use of SIMs</li> <li>· Good understanding of health and safety requirements, reporting and monitoring processes relating to H&amp;S</li> <li>· IOSH qualification</li> <li>· SIMS training</li> <li>· Project Management</li> <li>· Management of third party contractors</li> </ul>

**Personal  
Qualities**

- An awareness of and commitment to outstanding education
- Ability to understand the 'bigger picture' through to attention on delivering the detail
- Results focused and 'can do' approach
- A strong communicator and able to build and manage relationships
- Good team player
- Commercial and numerical acumen
- Flexibility and adaptability
- Internal and external customer focused