



Lower School: Ludlow Road, Bicester Ox26 1EU. **Upper School:** Pioneer Way, Bicester OX26 1BF
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Job Description – School Business Manager

Directly reporting to: Headteacher

Responsible for:

- Finance
- Office administration
- Estates Management
- School Transport
- Health and safety
- Marketing and pupil numbers
- Information Technology (IT) (including telephony)
- Compliance, Governance and GDPR

Overall Job Purpose:

This role is a senior strategic position leading all non-teaching and learning functions within the school and across all school sites. The key purpose is to establish and deliver a high quality and efficient, business support service and to ensure that day to day operational functions are effectively managed as well as providing strategic and visionary leadership.

- The post-holder will provide overall leadership and line management to the school support functions in each school site; developing high performing support teams which are highly motivated and focussed on the education outcomes and strategic vision of the whole school.
- They will liaise with numerous internal and external stakeholders and service providers to ensure that these functions provide value added support and advice to the school in a timely and professional way.
- They will be a member of the school's Strategic Leadership Team (SLT), and where in place and contribute fully to School Development Plans and the 5-year strategic plan.
- They will actively promote school values and ethos. They will be a Designated Safeguarding lead and have the highest regard for safeguarding and promoting the welfare of staff, children, and the community.

Key responsibilities in each functional area:

Leadership & Strategy

- Negotiate and influence strategic decision making within the Strategic Leadership Team and Governing Body.
- Ensure that all resources are managed effectively and efficiently.
- Present timely and fully costed proposals, recommendations, or bids.



- Plan and manage change in accordance with the school's strategic plan.
- Lead and manage the key support functions across all school sites.
- Ensure that the school business support function is coherent across all school sites and that teams feel the school is 'one.'
- Line Management will include Estates, IT, Finance, wrap around, school transport (school mini-buses, drivers, maintenance, external coach companies), Health and Safety

Finance

- Provide overall leadership to finance staff, with support and advice from Oxfordshire County Council Finance services and other specialist; to:
 - Line manages finance team.
 - Develop and monitor the 5-year long-term financial strategy.
 - Prepare the annual budget in consultation with the SLT and Governing Body, in line with the school's development plan.
 - Prepare the monthly monitoring and forecasts against the agreed annual budgets and prepare management reports and analysis for the SLT and Governing Body as required.
 - Be responsible for the overall leadership of the school's accounting function and the staff working in that function, ensuring efficient operation in line with agreed procedures, and maintaining those procedures by conducting at least an annual review.
 - Securing value for money through competitive tendering and effective supplier management, ensuring that the school's and County's financial policies and procedures are always followed.
 - Develop relationships with other local schools and achieve further value through collaboration and group procurement.
 - Ensuring that the school's additional income generation is maximised through bid writing, lettings, and other activities within the ethos of the school.
- Work closely with the Oxford Diocesan Board of Education with regards to buildings, capital works and the efficient use of devolved formula capital funding to ensure the school buildings and environment are the best possible for teaching, learning, and working.

Human Resources

To provide dedicated HR support across the school, working in conjunction with the Council's HR specialist teams to achieve the following:

- The development and monitoring of a long-term people strategy across the school in consultation with the SLT and Governing Body, taking strategic and professional advice from the Oxfordshire HR team, other specialists and senior managers as required.
- Develop staffing structures, in consultation with SLT and the Governing Body to ensure efficient and optimum use of all staff (teaching and support).
- Ensuring that the school has an up to date and accurate Single Central Record.
- Ensure that all new staff appointments are made following safer recruitment guidelines.

- Ensuring that there is sufficient CPD, talent spotting and succession planning to support the progression and retention of staff through robust CPD plans for all staff that maximise available funding.
- Develop individual support plans for those staff that require it (e.g. For those with physical and mental needs).
- Ensure that all staff can access support and advice through specialist services such as Occupational Health (OHIO) and to refer and support staff with these services as required.

Office Administration

Provide overall leadership to all Office and administrative staff to ensure the provision of efficient and professional administration and reception functions, and to:

- Ensure that appropriate processes and systems are in place for filing and record keeping, in line with statutory requirements, Safeguarding, GDPR, and the Data Protection Act
- Ensure all office-based functions are efficient and effective always providing all necessary support to the school to meet the needs of the school, teaching, and wider community.

Estates Management

To provide overall estates leadership as well as working with all stakeholders, to ensure that all areas of the school estates and facilities management are safe, secure, well led and maintained, including in particular:

- The preparation of maintenance and capital expenditure plans including building development plans.
- Ensuring the provision of appropriate cleaning and catering services, grounds maintenance and planned preventative maintenance to ensure compliance and well-maintained buildings (whether run in school or by external providers).
- Ensuring that all facilities management activities are efficiently and effectively managed across all school sites.
- Lead the Site Manager effectively to ensure day-to-day site-specific needs and requirements are met.
- Manage defect and snagging periods, as well as extended warranty periods for all sites.

Lettings

- To promote and manage all external lettings.
- Where there are lettings of the school facilities out of hours, the post holder is to ensure the hirer has completed and signed the hiring agreement and has all necessary insurance and checks in place.
- They are to ensure that school buildings are always secure before, during and after the hiring takes place.
- To ensure that all lettings are in keeping with the vision and ethos of the school.

Wrap Around (Breakfast, After-school, and holiday time childcare provision),

- To oversee the school's wrap around offer specifically to:
- Ensure it meets the needs of pupils and parents
- Ensure it offers good value
- Ensure children are safe and happy
- Ensure the content of the wrap around offer is in line with school and government requirements
- Ensure pupils have access to a range of activities and a healthy food offer.
- Personnel pre-employment checks and SBS compliance
- Site safety

School Transport

To manage the school transport requirements specifically to:

- Develop and review the site-to-site shuttle service for pupils (2-11 years old) ensuring the service is efficient, effective, and legally compliant.
- Work with the finance, office and teaching team about any offsite visits that require specific transport requirements.
- Lead the transport team, ensuring training compliance, maintenance of school vehicles, and seeking appropriate assurances from external providers.

School Visits Coordinator

To act at the SVC working closely with the SLT to:

- Maintain all relevant training requirements in line with Oxfordshire County Council (OCC) requirements.
- Review proposals for trips and visits alongside SLT.
- Ensure visits are advantageous to the school and its pupils.
- Ensure all aspects of trips and visits have been considered and relevant risk assessments have been completed.
- Oversee any booking and payment requirements for authorised trips. Ensure that parents are informed in suitable time and that necessary payments are received for each trip or visit.
- Maintain all OCC required school swimming requirements, including training and risk assessments.

Health and Safety

To lead Health and Safety, with support from the County's H&S team to ensure the safety and wellbeing of staff and students and the implementation of the school H&S policies, by:

- Ensuring the school and its sites are always compliant with H&S regulation and law.

- Ensure all daily, weekly, monthly, and yearly H&S (including Fire) checks are completed as required.
- Monitor H&S across the school sites.
- To evaluate and identify any H&S gaps and ensure they are filled in a timely manner.
- Carrying out periodic monitoring exercises/topic audits and investigating accidents/incidents of significance and communicate findings across the school.
- Evaluate needs, training requirements, performance, and areas of concern and to develop policies and improvements to school H&S as required.
- Oversee and develop all risk assessments including site specific and individual assessments.
- Identify and manage defects and snagging issues from the new school building reporting them on to the contractor, OCC and Oxford Diocese, liaising with external contractors to remedy all issues in a timely and safe manner.
- Manage warranty periods for both buildings.

Marketing

To lead on school marketing in conjunction with SLT and the Governing Body to maximise stakeholder engagement and pupil and staffing recruitment, by:

- To develop and review the school Communications Plan.
- Identifying areas of required marketing through the ongoing assessment of areas such as pupil numbers and reviewing strategies to ensure the school is competitive in the local area.
- To attend Kingsmere Residents Association meetings to share information and to address any residents' concerns about school business.
- With the admissions team, ensure that all pupil places are filled.

Information Technology

- Contribute to the strategic management and reshaping of the school's use of Information Technology to ensure effectiveness and efficiency across all functions of the business.
- Ensuring the IT support functions are effective and meet the needs of the school.
- Participate fully in regular review processes to ensure that the IT Service remains effective.
- Provide operational management of school's IT Service, to ensure its response to day-to-day issues and requirements is suitable and agile.
- Maintain asset management registers.
- Manage the external IT technical support contractors.
- Manage all software renewals.

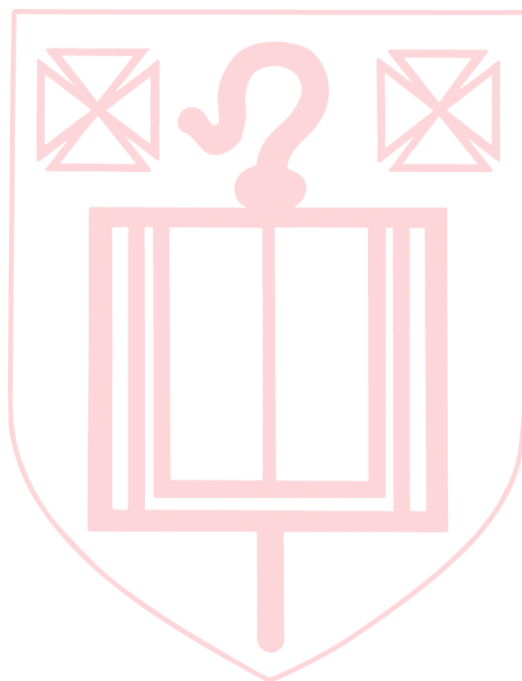
Policies and compliance

- To work with the school's Data Protection Officer to ensure compliance with GDPR in all areas across the school.
- Ensure that finance, HR, IT, and estates policies are up to date and implemented across the school sites.
- Seek governing board approval for all statutory policies.

Other

- The post holder is expected to split their working time between school sites as necessary and to periodically attend meetings or training as and when required. An element of travel is required within the role.
- This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of each school site. This role is a clear and significant extension beyond a typical School Business Manager role to include significant operational functions, all of which are across two sites in one of the largest primary schools in Oxfordshire. The role requires a committed, organised, adaptable, visionary, and highly experienced individual.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.



School Business Manager Person Specification

App – Application Form

Int - Interview

	Essential	Desirable	Method of Assessment
EDUCATION/QUALIFICATIONS			
Educated to degree level or equivalent in a relevant subject.	✓		App
Business management qualification (IBSL, CSBM, DSBM), accountancy qualification (ACA, ACCA, CIMA) or other relevant qualification for the role. School/academy finance specific training (CIPFA)		✓	App
A record of Continuing Professional Development activities.	✓		App
Project management	✓		App/Int
Educational Visits Coordinator (EVC) qualification		✓	App/Int
Fire Marshall qualification		✓	App
Health and Safety Management qualification		✓	App/Int
Control of Substances Hazardous to Health (COSHH) management qualification		✓	App/Int
Risk Assessment qualification		✓	App/Int
Building Safety Awareness qualification		✓	App/Int
Fire Safety Regulations Awareness qualification		✓	App/Int
KNOWLEDGE AND EXPERIENCE			
Experience of working in an educational business management environment.	✓		App
Experience of working in a financial environment.	✓		App
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	✓		App/Int
Experience as a member of a Senior Management Team where the contribution of wider strategy and policy making has been essential.	✓		App/Int
Experience delivering change management programmes.		✓	Int

Experience delivering on multiple projects.		✓	Int
Experience of working with external building contractors.	✓		Int
Experience of managing new build defect and snagging periods.		✓	Int
Experience of schools' education finance, HR, and other aspects of education administration.	✓		App/Int
Experience leading and/or managing budgeting and reporting processes in an organisation.	✓		Int
The ability to input into the organisation of other areas central to school operations, e.g., pastoral services, health and safety and EVC.	✓		Int
Experience working with a range of internal and external stakeholders.	✓		Int
Knowledge and experience of managing procurement, contracts for services etc.	✓		Int
Extensive experience managing and motivating staff with proven ability to create a united and highly effective team. The ability to lead and motivate staff within a performance management framework.	✓		Int
Experience of having contributed to policy and structure formulation, implementation, evaluation, and review.	✓		Int
SKILLS, BEHAVIOUR AND QUALITIES			
A vision that is aligned with St Edburg's aspirations and high expectations of self and others.	✓		Int
Sharing the values of St Edburg's	✓		Int
A confident and forensic use of data to diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.	✓		Int
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	✓		Int
Strong interpersonal, written, and oral communication skills.	✓		Int
Strong organisational and time-management skills and the ability to delegate appropriately.	✓		Int

The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	✓		Int
Confidence and self-motivation.	✓		Int
The ability to work well under pressure and manage conflicting demands.	✓		Int
Flexibility and willingness to be adaptable.	✓		Int
Solution focused in finding outcomes of the highest standard.	✓		App/Int
Strong emotional intelligence and judgement to be able to meet the demands of managing the HR and Wellbeing processes for over 70 staff (Due to be 95 staff by 2029)	✓		App/Int

