



Thornhill Primary School

Senior School Business Manager - Job Description

Title: Senior School Business Manager

Reports To: Head Teacher

Leads & Manages the support staff middle management teams:

Hours: P/T negotiable. **Salary Range:** Points NJC 38-41 (pro rata)

Rationale:

Thornhill Primary School is on an exciting journey of expansion and growth. It is anticipated that the school will continue on its growth path for the next 7 years and therefore opening new and additional classes every academic year. The school has two campuses situated on the same site approx. 100 metres from each other. The original building will be predominately for EYFS and Year 1 and the new school building will be from Year 2 upwards. We require a Senior School Business Manager who will lead and manage middle management teams consisting of 2 Business managers (Finance and School operations), Catering Manager, Office Manager and Administrative assistants, across both schools. The new SSBM will be responsible for the FF&E budget for the new school build as well as the monitoring the growth budgets over the next 7 years in addition to the whole school budget. The SSBM will be an outstanding strategic leader, who is able to develop and articulate the vision, values and ethos for the school and who will inspire and empower others to share in achieving it.

Job Purpose

1. The Senior 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 her duty to ensure that the school meets its educational aims.
2. Lead, develop and empower support staff to ensure equally high standards in all areas. The SSBM is responsible for leading business development opportunities through effective project management to further enhance Thornhill Primary School.
3. Be responsible for line-managing middle management support staff, including carrying out long-term resource planning and managing recruitment, performance management and professional development.
4. Under the direction of the HT, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
5. Under the direction of the Head Teacher, lead on all HR matters in school to ensure the school is fully compliant and that Thornhill Primary School is a school of choice for staff.
6. The Senior School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
7. The Senior School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and Human Resource Management

Leadership & Strategy

1. Attend Senior Leadership Team and appropriate Governors' sub-committee 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 the Business Manager for Finance and the Business Managers for School Operations.

Financial Resource Management

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
2. Ensure the long term financial sustainability, by confirming that proper financial systems are established and effectively monitored, that appropriate action is recommended to address problems identified and to ensure that the Headteacher and governors are presented with accurate and timely financial reports
3. Develop and maintain a strong and effective relationship with the relevant funding bodies to ensure the funding streams are secured that support the forecast growth

4. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process to discuss, negotiate and agree the final budget
5. Use the agreed budget to actively monitor and control performance to achieve value for money
6. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
8. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
9. Identify additional finance required to fund the school's proposed activities
10. Maximise income through lettings and other activities, including additional income revenue and funding sources
11. 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.
12. Present timely and fully costed proposals, recommendations or bids

Business Development and Project Management

1. Look for opportunities to develop Thornhill Primary School to ensure it is the school of choice within the local community.
2. Alongside the SLT, develop Thornhill Primary School to become the hub for the local community and generate revenue opportunities.
3. Monitor the new build project with the HT and DHT to ensure complete on time
4. Lead on a detailed strategic plan to develop Thornhill Primary School
5. Oversee the project with HT and DHT and ensure effective deployment of resources to ensure the desired result is achieved in the new building.

Human Resource Management

1. Oversee that the school's equality policy is clearly communicated to all staff in school
2. Ensure that all recruitment, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
3. Support the leadership team in the recruitment, performance management, appraisal and development for all administrative / support staff.
4. Ensure senior and middle leaders have a clear understanding of the policies and procedures and the importance of putting them into practice
5. Seek and make use of specialist expertise in relation to HR issues
6. Evaluate the school's strategic objectives and obtain information for workforce planning in light of the new school build and its growth from a one form to three form entry school

Facility & Property Management

1. Work alongside the headteacher, deputy headteacher and the new premises manager to ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. With the headteacher and the Business Operations Manager, ensure the new in-house catering is monitored and managed effectively to eventually become a business / training academy
3. Oversee the letting of school premises to external organisations, for the development of the extended services and local community requirements.
4. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

The SSBM will be required to safeguard and promote the welfare of young children and follow school policies and the staff code of conduct.

Please note that the list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that the SSBM will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.