

Thames View Bridge SEMH School

SCHOOL BUSINESS OFFICER

Job Title:	School Business Officer
Responsible to:	School Principal – Thames View Bridge SEMH School
Terms & conditions:	35 hours per week x 52 weeks per annum. No holidays to be taken in term time. Colleagues may be required to work out of hours by negotiation. <i>27 days holiday for first 5 years of service rising to 30 days thereafter</i>
Salary Range:	Partnership Learning Main Scale, Points 31 -34 £32,960 - £35,638
Leads & Manages:	Finance Team; Administration Team, Facilities Team

Purpose

- Participate in strategic decision making for a brand new school as a full member of the Senior Leadership Team
- To lead and be accountable for the financial management of the school with support from the Trust, ensuring effective financial management processes operate within the school
- To recruit and hold line management responsibility for the Finance Team; Administration Team, Facilities Management Team as the school grows
- To implement School and Trust policies and procedures as appropriate in day-to-day activities
- Lead and manage Human Resources work within the school with support of both the Trust and 3rd party external HR supplier, covering all staff both teaching and non-teaching.

Strategic Leadership

- Attend Senior Leadership Team meetings
- Participate in strategic decision making for this growing school
- Provide advice to Governors, including provision of required financial information with the support of the Trust
- Prepare draft budgets for consideration by the Local Governing Board
- Lead the SLT on pay and conditions and other relevant employment legislation
- Negotiate contracts and tenders
- Provide financial advice to SLT and other budget holders, ensuring maintenance of financial probity at all levels
- Build capacity for, and implement, organisational change within their areas of responsibility
- Prepare information as required for publications and returns for the DfE, LA, the Trust and other agencies and stakeholders

- Participate in Trust-wide improvement strategies working with other SBLs within the Trust and the Directors of Operations, Finance, Assets and ICT

Financial Management

- To have the capacity to lead on all financial management within the school
- To have the capacity to lead and manage the work of the finance team as appointed, including their appraisal and development
- Oversee the processes for ordering, delivery, invoicing and payment for supplies and services, ensuring that all such procedures meet statutory, ESFA and Trust requirements
- Successfully preparing for, and participating in, internal control evaluation audits and Trust annual audits
- To have the capacity to be responsible for budget planning and have oversight of monthly budgets, preparing long term budget plans for the Principal and the Governors
- Monitor income and evaluate expenditure against budget and advise on any actions to be taken as a result of the monitoring process
- Manage ear-marked funding streams and ensure that all such funds are accounted for
- With the support of the Trust prepare year end accounts
- Be responsible for the preparation and submission of financial information required for all financial returns
- Be responsible for the correct management of the school bank account(s)
- Have oversight of all service level agreements and contracts, ensuring that best value practices are adhered to
- Ensure compliance with the Academies Financial Handbook, the Trust's Financial Regulation and any other financial regulations
- Regularly review financial systems
- Lead the recruitment process for staff to join the finance team
- Ensure the appropriate induction of staff new to the finance team
- To have the capacity to analyse and research information and make recommendations as required for presentation to the Local Governing Body
- Liaise as necessary with the Trust's Director of Finance
- Administer the school's insurance policies
- Attend appropriate Local Governing Board meetings by agreement

School Administration

- Manage the school's administrative functions ensuring that they are efficient and meet the school's needs.
- Lead and manage the work of the administrative team, including their recruitment, appraisal and development
- Be responsible for the provision of high quality administrative support to the Principal and Local Governing Board of the school.
- Lead the recruitment process for staff to join the administration team
- Ensure the appropriate induction of staff new to the administration team

- Liaise with the Trust Governance Lead to ensure that Local Governing Board meetings run smoothly with efficient organisation of agendas and reports, accommodation and refreshments etc.
- Liaise with the pastoral team to ensure the efficient management of the Inclusion/Fixed Term Inclusion and Exclusion database
- Liaise with outside agencies to arrange cover for teaching and non-teaching long term absence/Liaise with outside agencies to arrange cover for planned or long-term staff absence
- Provision of statistical information for DfE, Children's Services, School, Trust and other organisations as appropriate
- Liaise as necessary with the Trust's Director of Operations

Facilities Management

- To lead on all facilities management within the school, including health and safety, maintenance, repairs and refurbishment programmes
- Line manage the Facilities Team and oversee the responsibility for recruiting, inducting, appraising and developing facilities.
- Assess and review on a regular basis the provision of services via contracts and tenders
- Oversee the Caretaker's monitoring of service level agreements and liaison with sub-contractors, as appropriate
- Ensure appropriate risk assessments are in place and that these are reviewed regularly.
- Oversee the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Be available outside of school hours to manage emergencies and facilitate a speedy resolution as they arise
- Liaise as necessary with the Trust's Director of Assets

Human Resources

- Lead on all HR matters
- Lead on advertising for vacancies and co-ordinating interviews and interview documentation
- Ensure that HR issues in respect of all staff are dealt with effectively, such as pay queries, absence issues
- Advise the Principal and Local Governing Board on HR issues
- Oversee the preparation of necessary documentation to inform staff in writing annually of their current salary
- Ensure the proper recording and submission of sickness returns for all staff
- Oversee and supervise the maintenance of all staff contracts; monthly payroll submission; safeguarding checks; maintenance of the HR database and confidential files
- Maintenance of the school's Single Central Record, ensuring that it at all times is up to date and meets all statutory and Trust requirements
- Be responsible for the security and confidentiality of HR files and correspondence and to develop systems for the secure dissemination of such information when required.

- Liaise as necessary with the Trust's Director of Operations
- Seek and make use of specialist expertise in relation to HR issues as necessary

Personal Assistant to the Principal

- Manage the Principal's diary and appointments schedule and assist him/her in managing work flow, outputs and deadlines.
- Manage contact between parents and Principal, dealing with difficult situations, personally resolving where possible, and/or using established routes for resolution
- Produce reports and correspondence and undertake research as required

General

- Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example
- Keep abreast of current legislation and developments in relation to all aspects of the role
- Undertake personal professional development activities, as agreed
- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post and competence of the post holder

Reviewed by:	J. Hanley/ K. Sayers	Date:	04/06/2018
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