

JOHN TAYLOR MULTI ACADEMY TRUST

John Taylor High School				
Job No.	Post Title	Grade	JE Pts	Date
S178	School Business Director	Grade 13	551 Hay	January 2009

Responsible to: Head of School

Responsible for: School Finance/Administrative and Site staff

Statement of Purpose

- Be a member of the senior leadership team at the School, sharing a collective responsibility to the strategic direction of the school, including planning, decision making, management and leadership of the school and will be pro-active in developing and maintaining sound principles of financial and business practice.
- Play a crucial role in leading, developing and managing all services essential to the successful performance of the school.
- Assist in the creation of an environment of open-mindedness, fairness and harmony between groups and individuals.
- Assist in creating an environment where staff and students feel empowered and there is visible acknowledgement that all contributions are equally valued.
- Lead professional, high quality business services that underpin the teaching and learning across the school, enabling the school to grow, develop, operate efficiently and deliver learning and development outcomes for all of the schools stakeholders.
- Think and work strategically; to be innovative and entrepreneurial; to anticipate problems; to highlight issues and devise possible solutions' to stay abreast of legislation, policies and practices which might or would affect the school; to advise the Head of School, other senior staff and Associate Headteacher, Governors and staff on matters pertaining to all aspects of the role.
- Lead, direct and develop the delegated responsibility for the following:

Strategic Management

Under the overall direction of the Head of School:

- As a member of the Senior Leadership Team formulate the aims and objectives of the school.
- Develop and deliver long term strategic plans and forecasts.
- Establish, implement and take responsibility for the policies and improvement plans through which the aims and objectives will be achieved.
- Manage and lead staff towards that end, including a leading role in staff meetings and staff training.
- Lead, manage and monitor progress towards their achievement through line management of support staff middle managers
- To develop best value strategies in all areas of academic life.

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- Lead and manage support staff teams ensuring they provide a quality learning and teaching environment, and a quality administrative secretarial and financial service both to the leadership team and teaching staff of the school.
- Keep up to date with National issues relating to the business management within education.
- Attend and report to appropriate Governor's Committee meetings.
- Maintaining resilience, energy and enthusiasm in the face of constant pressures and demands.
- Continually reviewing and updating the service provision to sustain the future growth and development of the school

HR Management

- To act as the Human Resource Officer for the school staff
- Adopt a strong, caring and flexible leadership and management style so as to influence and motivate staff and students to achieve their objectives and those of the school.
- Leading, managing and developing the support staff that provide administrative, technical and teaching assistant support to teaching staff.
- Ensuring high quality sustained performance from all team members.
- Establishing credibility, recognition and presence for themselves and their team within the school.
- Be responsible for personnel matters relating to all staff. To maintain confidential staff records.
- To advise staff regarding salaries, expenses, sickness and maternity / paternity procedures.
- To be responsible for the management of the Attendance policy within school including back to work interviews.
- To be responsible for the management of the Absence policy within school – reporting to Senior Leadership Team and governors.
- Ensure that all support staff understand their key roles in supporting the primary purpose of the school to raise pupil achievement and to provide quality learning and teaching.
- Develop a programme of development and training for support staff.
- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy, are commonplace. Take a personal role in spreading good practice.
- Line management of support staff which will include regular meetings, mentoring, co-ordination, monitoring of these colleagues, and will include the implementation of 'best practice' performance management processes so as to provide a positive framework for staff development and achievement.
- To be responsible for the management of the recruitment of staff including advertising, recruitment, selection and interviewing.
- Liaise with heads of department about allocations of tasks and duties to teaching assistants and technicians in accordance with the conditions of service and development needs of support staff.
- Contribute to writing the school development plans, ensuring that support staff are consulted and involved in the development plan process, and that proposals for their development and training are built into the plan.
- Be familiar with support staff conditions of service, and will be responsible for their development.
- Liaise with and advise relevant teaching staff managers who will direct day-to-day work of support staff.
- Liaise with and consult these heads of department as part of the agreed performance review arrangements for support staff.
- Responsible for the maintaining and the accuracy of the Single Central Record.

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Financial Management

- Manage appropriate areas of financial resources, including budgeting, salary and budget modelling and maintenance of financial probity.
- Prepare and develop a Business plan for the school over a 3 year period in line with the school's improvement plan.
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Ensure the school complies with all financial standards, regulation and procedures, liaising with the Trust or other external institutions as required.
- Bring greater openness and transparency to financial matters within the school.
- To liaise with contractors / consultants to enable the development of future asset strategy and development and ensure completion of contract to the standards and specifications required by the school.
- Manage and develop the schools income generation - Look for opportunities for the school to bid for funds, contributing to and leading bids as required by the Head of School.
- Develop planning incorporate genuine financial forward planning, and a distinction between the use of monies for maintenance and for development.
- Carry out appropriate budget modelling, providing costed reports to the Head of School, SLT and Governors' meetings as required.
- Lead and manage the work of the finance and administration staff so that an administrative and financial service is provided for the school.
- Oversee the spending of the budget so that funds are spent as the Trust and school governors wish, that there is scrupulous financial probity, and that audit recommendations and the financial requirements of the Trust delegation of powers are implemented.

Facilities Management

- To have responsibility for the school site and buildings, their maintenance, development and efficient use.
- Liaise with the cleaning and catering contractors on behalf of the school
- Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing
- Line manage the school site staff via the site supervisor. They will work to improve the school's "housekeeping" and public image.
- Make recommendations to the Head of School and governors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible, and once authorised oversee the spending of these funds, consulting heads of department to ensure that both repairs and improvements are fit for educational purpose.
- Write and oversee tendering arrangements on behalf of the governors, where they take responsibility for contracts, liaise with the Trust where it has retained responsibility for contracts under best value arrangements.
- Ensure improved service, value for money, and fitness for purpose.
- Liaise with contractors and maintenance staff.
- Be knowledgeable about school funding arrangements regarding buildings and repairs so that the school leadership is clear about the relevant responsibilities of the Trust and the school.

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Health, Safety and Security Management

- To act as the Health and Safety Co-ordinator for the school and support middle managers to manage and maintain the schools health and safety policy. Chair the schools Health and Safety committee meetings.
- Review Health and Safety, Security and Fire and Emergency evacuation policies, ensuring all relevant legislation is met
- Arrange for appropriate Health and Safety training to take place
- Conduct regular Health and Safety audits, in accordance with the Trust requirements
- Co-ordinate First Aid provision throughout the School.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
School Business Director
Level 4+**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Proven Management experience • Proven financial acumen • Experience of guiding, motivating and developing team members • Experience of management of contracts and/or financial bidding systems 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Degree in Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline. • Management and/or Accountancy qualification desirable 	I/T
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Leadership and Management skills • Excellent numeracy and literacy skills • Negotiating skills • Commercial flair • Excellent interpersonal skills – evidence of ability to establish effective working relationships. • Able to exercise judgement and skills in providing leadership in a rapidly changing day to day environment • The ability to rapidly switch thinking and decision making styles. • A commitment to own personal development. • Understanding of relevant financial , health and safety, education legislation and its impact on schools 	AF/I

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Behavioural Attributes

- Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensures own service delivers the diverse needs of its customers and encourage social inclusion
- Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities
- Helps others to find value for money ways to continuously improve the service
- Anticipates the need for change and proactively introduces systems to ease and support transition
- Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting other through the change process.
- Creates a sense of self belief, energy and pride in others about what the school are setting out to achieve
- Plans communication effectively and acts as a role model in providing open, honest communication
- Ensures team are focused on the contribution they must make
- Handles sensitive issues constructively to resolve conflict
- Manages demanding workloads and meet commitments
- Ensures the team receives sufficient resources and backing to deliver against objectives
- Manages performance robustly within an inclusive working environment that values everyone's contribution, coaches others in developing and maintaining effective relationships and team working
- Overcomes obstacles to achieve teams objectives
- Takes considered risks using initiative and flexibility to deliver
- Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring
- Promotes a culture of trust, where honest and constructive feedback is sought
- Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success
- Develops and nurtures networks within and outside the organisation

AF/I

AF - Application form

I - Interview

T - Test

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Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***