Our Lady of Victories Catholic Primary School

# Job title: SCHOOL BUSINESS MANAGER (SBM)

# Salary: PO2, point 30-33 (£39,780.06 - £42,687.13 per annum)

**Hours: TTO + 4 weeks (43 weeks), 37.5 hours per week (8am-4.30pm)**

**Holidays: 29 days, to be taken outside term time**

**Contract: Permanent**

**Reporting to: Headteacher (HT), or other SLT member in HT’s absence**

**Start date: As soon as possible**

# MAIN PURPOSE

The SBM at Our Lady of Victories (OLV), will have the following key areas of responsibility:

* a member of the School Leadership Team (SLT), working towards the School Strategy Plan (SSP) and School Development Plan (SDP), managing the School Office and supporting Staff, pupils and Governors;
* financial management, HR, payroll and IT - working with the LA, Diocese, SLT and Governors to deliver strong school resource management to support the effective functioning of OLV;
* school premises maintenance and upkeep, health and safety, first aid and wellbeing - working to ensure that the school environment is safe for all pupils, Staff and visitors;
* being an ambassador for OLV – a first point of contact (phone, email and gate), managing visitors safely, and providing a professional welcome to everyone.

**DUTIES AND RESPONSIBILITIES**

# Leadership and Management

* Strategic school leadership: demonstrating leadership within OLV and beyond;
* School management: managing the day-to-day running of OLV, policies and procedures;
* Pupils – as part of the SLT, responsible for overseeing pastoral care and well-being for all pupils, as well as first aid and welfare duties;
* Leading on Health & Safety management, and coordinating how we manage safety outside our school (School Street, travel plans, Stars accreditation);
* Communication: developing effective relationships with all members of the school community, and working to maintain and improve communication with all those involved in school life (pupils, Staff, parents/guardians, Governors, LA, Diocese, Parish, neighbouring schools, Catholic cluster, neighbours);
* Compliance and governance (DBS, SCR, statutory regulations);
* People management: supporting the School Office and Premises Staff, prioritising their career development and wellbeing.

# Teaching and Learning

* Provide support for the Staff in achieving their teaching aims (Parents’ evenings, provision of resources, SATS admin) understanding the impact of the school environment and support work on pupil outcomes.

# Resources

* Contribute to discussion and decisions about the school’s systems, organisation and processes, keeping in mind the aim of school improvement, the importance of excellent all-round education for the children, and the need to be astute and efficient with the school’s resources;
* Contract management, tenders, procurement and research into grants;
* Develop and maintain good relationship with Friends of OLV (FOLV), coordinating OLV requests for FOLV funds, keeping accurate records of spend and providing information in a timely fashion.

# Children. Families and Community (CFC)

* Admissions – work with colleagues and Governors to maintain and develop the Admissions process, and ensure potential new families and pupils are welcomed and supported appropriately;
* Be an active member of our school community, helping OLV to live its values (Friendship, Family, Faith).

Please note that the above indicates the general nature and level of responsibility of the role, and is not a comprehensive list of all the tasks that the SBM will carry out.

**Closing date: Monday 24th April at 10am. Shortlisting and interviews as soon as possible (term time).**

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **CRITERIA** | **REQUIREMENTS (Essential unless noted as “desirable”)** |
| **QUALIFICATIONS** | * Maths and English (GCSE or higher) * SBM qualification or equivalent extensive experience * LA financial management training * First Aid training |
| **EXPERIENCE** | * Previous experience as an SBM (or equivalent job title) within a state school, with responsibility for resources and people management * Effective at working collaboratively within a school and beyond (LA, Parish, Diocese, local cluster of schools etc), to ensure good practice in school management * Involvement in school self-evaluation and school improvement planning for Ofsted and Catholic inspections (desirable) * Strong financial management, to include audit experience, management of contracts (cleaning, catering, maintenance), tenders, school condition allocation, grant research and holding third parties accountable for the spending of school funds * IT systems (email), SIMs, Parentmail (or equivalent), accounting systems, website management * Extensive HR experience with absence management, performance management, starters and leavers admin, liaising with LA HR * Dealing with children, and assisting with welfare issues (e.g. medication, appointments etc) – first aid * People management, holding team members accountable for their professional conduct and performance of their roles * School trip and event management (end-to-end, compliant with regulations) |
| **SKILLS and KNOWLEDGE** | * An understanding of the importance of an efficient School Office as the backbone of a successful school * Holistic approach to the marketing of OLV in order to appropriately promote the school * Experienced in modelling entrepreneurial and innovative approaches to school improvement and leadership (desirable) * A sound knowledge of LA practices in education, and the drive to keep up to date with developments in education, seeking training and continuing professional development to ensure professional advancement for both the SBM and the wider team. * Research and investigatory skills, matched with a healthy curiosity and effective problem-solving |
| **PERSONAL QUALITIES** | * An individual who is committed to safeguarding, equality and inclusion, and motivated to get the best outcomes for all pupils * Someone who maintains high standards of ethics, behaviour, professional conduct and confidentiality at all times |
| **COMMUNICATION SKILLS** | * An Ambassador for OLV in all communications and behaviours * Adept at building positive and respectful relationships across a school community, and experienced in working to enhance Staff and public trust in school leadership * An effective, diplomatic and compassionate communicator (verbal and in writing) * Social media experience – identifying OLV’s “voice” (desirable) * Impeccable status-giving skills, able to manage communications with the SLT, Children, Staff, Parents and Governors, ensuring ambiguity is at a minimum, and escalating quickly where necessary * Able to communicate and implement ideas appropriately, and inspire others to do likewise |