



JOB DESCRIPTION – Wandle Learning Trust (WLT)

Post	School Business Partner (WLT)
Grade	P02 Pts 30-33 Inner London
Employment Status	Permanent. All Year Round
Responsible to	Director of Finance & Resources for finance & business reporting, processes and procedures Headteachers for school specific issues Works closely with the Senior School Business Partner
Responsible for	All non-teaching support staff Non curriculum contractors
Direct line manager for	Office & HR Co-ordinator or Manager Premises Managers Catering Managers Administrative Staff

Role Dimension

Responsible for a significant business and operations portfolio across at least two primary schools, within the Wandle Learning Trust.

Role Purpose

This is a crucial role both at Trust and school level. The post holder will be responsible for the successful delivery of all non teaching operations across business, HR and key administrative requirements within their portfolio. The post-holder will work closely with the WLT Director of Finance & Resources, Headteachers, Senior Leadership Teams and where necessary with the Senior Business Partner; to provide a strong strategic leadership and management function, improving school effectiveness and providing advice on the most effective use of resources for the benefit of all pupils and staff.

Key responsibilities for the role include:

1.0 Financial & Business Responsibilities

NB: Most core financial procedures will be managed by the Trust central finance team, the Business Partner has some significant day to day financial responsibilities.

- To manage the schools' budget effectively and efficiently on a day to day basis, ensuring probity and value for money at all times and ensuring compliance with the trust's financial policies and procedures.

Forecasting and Month/Year ends

- To provide regular and accurate financial forecasts for each school on a regular basis as agreed with the Director of Finance & Resources.
- To work closely with the Director of Finance ensuring the following:
 - that school forecasts are on the agreed trust format and use the agreed methodology,
 - present clear and concise written and verbal reports on the forecasts to the Local Academy Committees (LACs) and school leadership.
 - ensure that forecasts include a cash flow forecast,
 - To contribute to 3 and 5 year projection plans as agreed with the Director of Finance & Resources.
 - To ensure that all assumptions underpinning the forecast are agreed and understood by the Headteacher and the Director of Finance & Resources.
 - To ensure that a "reserves" analysis is provided as part of the regular forecast
 - To work closely with the Trust's central finance team
- To review and amend key month end financial data provided by the Finance team, as appropriate.
- To assist the Director of Finance & Business with accurate and timely information for the Directors report in the annual accounts and Trust finance report summaries.

- To be a key role in helping the school to maximise any fundraising or income generation
- To lead on procurement, ensuring value for money and compliance with trust procedures and authorisation levels.
- To carry out monthly reviews of debts owed to the school, ensuring that there are adequate systems in place for recovering outstanding and keeping Headteachers informed of issues.

2.0 *Human Resource Responsibilities*

- To lead and support any Office and Human Resource managers or Co-ordinators within their portfolio.
- To ensure that each school completes a Head's Performance and Pay Report annually after the teachers' appraisal process.
- To ensure that robust HR systems and processes are in place and being used, consistent with trust, payroll and EFA guidelines.
- To ensure that systems are in place to ensure that staff records are kept accurately and safely, meeting any GDPR requirements.
- To make sure that all salary and appointment decisions are consistent with the trust pay policy, bringing any inconsistencies to the attention of the Headteacher and the Director of Finance & Business.
- To ensure that systems are in place for all payroll, appointment/resignation and general HR paperwork to be correctly authorised and processed through the relevant payroll promptly.
- Ensuring that all support staff have an annual appraisal between February and May and ensuring this is using the agreed trust process and templates. (Learning Support Assistants can happen alongside teaching staff in September if preferred)
- To ensure that HR and Office Managers are trained and proficient to manage the Single Central Record, In the absence of the HR and Office Manager, to undertake this role, ensuring the record is always accurate and up to date.

- To undertake spot checks and reviews of the SCR on a regular basis, (at least ½ termly) bringing any issues to the attention of the Headteacher immediately.
- To ensure that all trust or local Financial, H.R and Premises policies are correctly communicated and available to all staff and to contribute to the formulation of these policies
- To provide advice to the Headteacher and/or members of staff, liaising with the trust's HR advisors as appropriate.

3.0 Premises and Site

- Overseeing the day to day management of school estates, site and premises staff, leading and managing the Premises Manager.
- To assist Headteacher(s) on a day to day basis in discharging their legal duties for Health and Safety.
- To act as a source of advice on Health & Safety matters and to play a key role in ensuring that the school has a positive Health & Safety culture.
- To oversee major building works and projects as agreed, working closely with the Head and/pr Premises Manager.
- To manage “lettings” and rental agreements from outside agencies.
- Ensure compliance with the WLT premises policy, ensuring that the Premises Manager is carrying out “core checks” as outlined in the policy, e.g. fixed wire testing, legionnaires testing, fire alarm testing, boiler and fixed plant testing etc
- Identifying “best value” suppliers and contractors to drive efficiency, working closely with the premises manager.
- Ensuring that the procurement and contracting of services is compliant with WLT and EFA guidelines.
- To write and submit bids as appropriate

4.0 Catering

- To be responsible for delivering a catering service that matches with the ethos and ambitions of the school, whether this is via a 3rd party contract or In House.
- To ensure that the catering provision is best in class and delivers a healthy service to pupils and staff, while being financially viable
- To supervise the provision of in-house catering, acting as Line Manager to the Catering Manager or Contract Manager
- As appropriate to manage the procurement of external catering providers, to oversee their introduction to the schools and to monitor their performance closely, delivering a higher take up of meals, a better service and bringing added value to the school community

5.0 Leadership & Management

- To be a member of the Senior Leadership teams of each school and to play an active role in all management decisions
- Strategic responsibility for the day to day delivery of all support services and administrative procedures and processes within schools.
- To contribute as a senior member of staff to the development and effectiveness of the schools and WLT across all areas. Offer strategic support to the Head Teacher on all non-teaching elements.
- To effectively lead, manage and direct the work of the Office and HR managers, the Catering Managers and the Premises Managers, setting appropriate targets and providing advice and direction at all times.
- If agreed locally, to effectively lead, manage and direct the work of the Lunchtime Supervisors, Breakfast Club and After School Club staff.
- To strategically lead all non-teaching staff in addition to the above and representing their voice at Senior Leadership Team and trust level.



- To oversee training for all support staff and ensure that appraisals and performance management happens effectively.
- To act as a Deputy Designated Member of Staff for Child Protection, where agreed with the headteacher
- As required, to oversee projects at Trust level or for other schools within the Wandle Learning Trust
- Any other duties commensurate with the grading of the post. The post holder may be required to work outside of normal hours on occasion (e.g. to attend local academy committee or trust committee meetings).

General Responsibilities

- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and working together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.
- To contribute to the development and implementation of the overall ethos/work aims of the school and participate in training and other learning activities and performance development as required.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.

**Confidentiality**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
- Because this post allows substantial access to children, candidates are required to undergo an enhanced CRB (Criminal Records Bureau) check.

Date of issue:

Signature of Post holder

Signature of Headteacher

Signature of Director
of Finance & Resources

Person Specification

Wandle Learning Trust - Business Manager

	Essential	Desirable
Qualifications		
Qualification in School Business Management (CSBM/DSBM) or similar or demonstrably equivalent experience of working at a senior financial and business level in a complex organisation.	✓	
Experience/Knowledge		
Experience in school setting		✓
Proven experience of budgetary planning and control	✓	
Proven experience of financial forecasting and control	✓	
Proven experience of working with senior teams	✓	
Proven experience of capital planning and dealing with building contractors		✓
Excellent knowledge of using management and finance system software	✓	
Proven knowledge of the core human resource requirements		✓
Experience of managing and recruiting, training and developing staff		✓
Experience of working with the general public		✓
Evidence of successful fundraising		✓
Experience of estate management responsibilities		✓
Excellent knowledge of Health and Safety regulations	✓	
Skills		
Must be well organised and self motivated	✓	
Ability to work under pressure and ensure deadlines are met	✓	
Ability to work independently and as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to demonstrate high standards of literacy and numeracy	✓	
Ability to maintain high standards of accuracy and have a calm methodical approach to work	✓	

Financial & Business		
Strong business and financial skills, able to understand, communicate and implement basic accounting requirements	✓	
Ability to analyse complex financial reports for use by all stakeholders	✓	
Experience of working at a senior level within an organisation	✓	
Experience of using, maintaining and developing business and administrative systems	✓	
Ability to communicate effectively with internal; and external stakeholders	✓	
Ability to find solutions to issues and problems	✓	
Ability to maintain accurate records and filing systems	✓	
Ability to produce clear and concise reports	✓	
<i>Relations</i>		
Have excellent interpersonal skills and be able to communicate effectively at all levels	✓	
Experience of dealing with 3 rd parties such as suppliers, contractors, leadership teams and school governors	✓	
Ability to show sensitivity and objectivity in dealing with confidential issues	✓	
Ability to develop good relations with staff and pupils and the wider school and trust communities	✓	
<i>IT Skills</i>		
Ability to use excel to a good level	✓	
Ability to use other software packages, namely Microsoft Office Suite, email and Internet	✓	
Fast and accurate keyboard skills	✓	