



## **JOB DESCRIPTION**

### **School Business Leader**

**Job Title:** School Business Leader

**Location:** St Mark's Catholic School, Hounslow

**Pay Range:** NJC spine points 51 – 58 (£60,402 – £68,067).

**Working hours:** Full time and permanent, 36 hours per week, 52 weeks per annum

**Directly reporting to:** Headteacher of St Mark's Catholic School

**Indirectly reporting to:** DoWAT Central Team and CFO

#### **Job Purpose**

- To be a member of the Senior Leadership Team with responsibility for the strategic direction and operational planning, organisation, and management of all non-teaching aspects of the school, including administration, finance, IT, premises, and HR.
- To contribute to the school's development plan and the 3-year strategic planning cycle across DoWAT.
- To work with the Headteacher, senior leaders of the school, and DoWAT central team to develop a high performing support team that are motivated and focused on the educational outcomes and strategic vision of the Trust.

#### **Key Responsibilities**

The postholder will contribute to the strategic vision and leadership of the school. Specific responsibilities include:

- Responsible for the strategic financial planning, forecasting and expenditure of the school; advising the Senior Leadership Team, Governors, and Central DoWAT team on investment in developments and financial and reputational risk management.
- Leading the day-to-day support functions that enable the school to operate efficiently and effectively to allow other members of the senior leadership team to focus on teaching and learning.
- Lead on the development of school policies and supporting procedures and practices setting up a framework for multidisciplinary teams to work collaboratively to ensure the smooth operation and timely delivery of all school functions for the benefit of all staff and students.
- Aid the development and delivery of consistent policies and procedures across the school, and in conjunction with the DoWAT central team, to comply with all relevant laws and regulations and follow agreed practices contributing to a fair and safe environment for students, staff, and visitors.

## ***Leadership and Strategy***

- Ensuring that the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Playing a full role in strategic decision-making within the School's Senior Leadership Team.
- Providing strategic management and leadership of the financial and commercial operations and performance of the school in collaboration with the DoWAT central team.
- Providing appropriate management information, and technical and financial advice to the Governing Board, and attending meetings as required.
- Advising the Headteacher and Governors on policies and legislation regarding key areas of responsibility.
- Ensuring the correct submission of mandatory information to both DoWAT for consolidated returns, and external regulatory bodies where appropriate (e.g., returns for the DfE, the Education and Skills Funding Agency and other agencies).
- Staying alert to trends, developments, and policy debates, both locally and nationally, to help the school, anticipate risks and to seize potential opportunities.
- Line managing of colleagues in areas of responsibility.

## ***Finance***

Professional accountability for the strategic oversight and operational management of the finance and accounting functions of the school, taking account of DoWAT's financial cycle. Responsibility includes:

- Overall leadership of the school's finance team to ensure the effective, efficient development and implementation of robust financial procedures and financial transactions / activity processing within the school, including payroll.
- Developing and monitoring the 3-year financial strategy, taking regard of trends and requirements of the school's development plan.
- Overseeing the preparation of the school's annual budget in line with timelines for DoWAT approval in consultation with the SLT and LGB.
- Ensuring that DoWAT financial returns are completed in a timely manner.
- Overseeing the monthly management of forecasts against the agreed annual budgets and prepare management reports and analysis for the SLT and LGB as requested.
- Identify and inform the Headteacher and LGB of significant variances to budget, outlining reasons and options available for corrective action.
- Maximise income and sponsorship generation opportunities including appropriate investments, the preparation and submission of applications and bids, and fundraising.
- Manage the school fund account.
- Manage, negotiate, and monitor all contracts, leases, service level agreements, and relationships with suppliers which are within scope under the DoWAT scheme of delegation.
- Contribute to contract decision making at Trust group level to assist in securing value for money through competitive tendering and effective supplier management (including achieving economies of scale), and with regard to the additional purchasing power that can be achieved through collaboration and group procurement.
- Manage, negotiate, and monitor all contracts, leases, service level agreements, and relationships with external contractors.
- Co-ordinating, initiating and managing audit procedures as necessary.
- Maintaining the school's Risk Register, Asset Register and Critical Incident/Business Continuity Plan.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets effectively.

## ***Human Resources***

- Set the tone of DoWAT's HR and people culture through knowledge of the latest HR practice and employment legislation. Responsible for the creation and implementation of safer recruitment practices, contracting, induction, performance management, change management, and investment in training and mentoring systems for all staff.
- Support the Headteacher and Senior Leadership Team with the management of HR casework, liaising with the DoWAT central team, schools retained HR provider and trade union representatives as required.
- Ensuring that appropriate systems are in place for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR.
- Actively engaging in DoWAT wide projects which impact on the retention and wellbeing of our staff.
- Working with the Headteacher and the DoWAT central team to ensure staff are actively involved in CPD, talent spotting and succession planning to support the progression and retention of staff through robust CPD plans for all staff that maximise available funding i.e., apprenticeship CPD via the levy.
- Responsibility for the accuracy of the school's single central record; to be maintained by the PA to Headteacher and Office Manager.
- To lead and oversee the PA to Headteacher and Office Manager in delivering effective, efficient, and robust recruitment activities across the school.
- Responsible for ensuring staff absence is monitored effectively and line managers are supported to undertake effective, support absence meetings consistently.

## ***Premises***

- Overall responsibility for school premises to ensure the effective, efficient overall management, maintenance, security and health and safety of the buildings, facilities, grounds, fabric and furnishings of the school, including the playing fields at Church Meadows.
- Line management of the Premises Team.
- Embed a culture of health and safety across the school ensuring plans are in place within the school to deliver all statutory requirements in liaison with Premises Manager.
- Lead on the expansion and development plan of the site/s facilities, including use of Asset Management Plans to bid for major building funds and the preparation of maintenance and capital expenditure plans in liaison with the DoWAT central team and Directors.
- In conjunction with the CFO and DoWAT central team, lead on any rebuilding and refurbishment projects affecting school buildings under the School Rebuilding Programme.
- Lead and make decisions on the oversight of all procedures related to mitigating fire risk in liaison with Premises Manager.
- Lead and make appropriate decisions on preparing and putting in place risk assessments for activities inside/outside of the school.
- Act as the school's H&S Co-Ordinator and Fire Officer ensuring that legal and safety requirements regarding place, property and functions of the school are maintained.
- Responsibility for income generation opportunities and community engagement via the letting of the school premises to outside organisations and school staff, including the appropriate development of school facilities for out of school use.
- Ensuring the appropriate monitoring and management of all service contracts including catering and cleaning.

### ***Business Administration***

- Ensuring that the school has an effective marketing and communications plan, which retains both the DoWAT brand and the distinctive local brand.
- Strategic leadership and line management of the IT Team to ensure the effective, efficient provision of ICT resources at the school, including day to day operational ICT needs alongside the planning and implementation of ICT maintenance activities.
- Act as the designated data protection lead and ensure compliance with GDPR in all areas across the school.
- Ensure DoWAT policies are implemented, and that local policies and procedures are kept up to date.
- Ensure the school's administrative systems and structures provide an excellent service and project and enact our values.
- Ensure excellent administrative and PA support is provided for the Head Teacher and senior leadership team.
- Ensuring school transport requirements are met efficiently and effectively, with a view to both cost and safety.

### ***Safeguarding***

St Mark's Catholic School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

***This post is subject to an enhanced DBS disclosure and is exempt from the Rehabilitation of Offenders Act 1974. The post holder must be committed to safeguarding the welfare of children.***

### ***The Diocese of Westminster Academy Trust***

St Mark's Catholic School is part of The Diocese of Westminster Academy Trust (DoWAT); a Catholic Multi-Academy Trust. All employees must support the Catholic aims and ethos of the Trust.

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***

**Person Specification**  
**School Business Leader**

<b>Qualification and Experience</b>		
	Degree level qualification in a relevant discipline (e.g. Business or Finance) or equivalent experience.	E
	Recognised finance qualification or significant demonstrable experience of financial planning and reporting	E
	CIPFA ISBL Diploma in School Financial and Operational Leadership, SBM (Advanced Diploma) Level 5 or an equivalent professional accounting qualification	D
	CIPD Level 5 Diploma in People Management or equivalent professional experience, such as leading multi-disciplinary teams	D
	Experience of contributing to an organisation at a strategic level	E
	Financial management experience in an organisation with a multi-million-pound annual budget	E
	A track record of successfully line managing, and developing members of staff, ensuring high levels of performance and accountability	E
	Experience of using data input systems	E
	Experience of using purchasing systems	E
	Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment	E
	Experience using SIMs or equivalent management information system	D
	Experience of working in a secondary school setting	D
<b>Abilities, Skills, Knowledge</b>		
	Passion for working with children/young people and ability to demonstrate empathy and understanding	E
	Committed to the personal development of young people	E
	Good interpersonal skills and an ability to communicate with a wide range of people	E
	Excellent IT skills	E
	Excellent technical knowledge and experience of financial and management accounting and accounting systems and processes including SIMs, Access or equivalent	E
	An ability to manage the school's budget, both on a strategic and day-to-day level	E
	An ability to produce and adopt long-term financial plans up to three years ahead	E
	A pragmatic approach to strategic planning	E
	The experience and ability to deal positively with staff, students, and parents	E
	The ability to support colleagues and function as an effective part of the Senior Leadership Team	E
	The ability to lead, organise and motivate a team	E
	An ability to establish and develop positive relationships through the school	E
	The highest possible level of integrity and commitment to ethical leadership	E
	Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school	E
	A flexible and adaptable approach to working in a very busy environment	E
	Ability to show initiative and demonstrate problem solving skills	E

	Ability to remain calm and confident when under pressure	E
	Ability to be able to present information in a logical and systematic manner	E
	Excellent attention to detail and ability to work with a high level of accuracy	E
	Ability to manage and deal with confidential data/issues appropriately and maintain confidentiality	E
	Ability to manage own time effectively and demonstrate initiative	E
	Ability to contribute to the life of the school	E
	Ability to adhere to the school's policies and procedures and most importantly the Equality and Diversity Policy and Safeguarding and Child Protection Policy.	E
<b>Other Job Specific Requirements</b>		
	A willingness to promote the ethos of the school and DoWAT.	E
	Evidence of commitment to safeguarding and protecting the welfare of children	E
	A willingness to undertake further training and development within the role	E