

School Business Manager

Department Children, Young People, Education and Skills

Section Schools and Colleges, Education Department

Reports to Headteacher

JE Ref CYP1126.1

Grade CS08 -09

JE Date: 29/03/2023

Job purpose

The School Business Manager role is a link grade of 8 and 9. School Business Manager who are newly appointment or working towards the relevant qualification would be a grade 8. Grade 9 School Business Manager would hold a recognized School Business Manager qualification.

To undertake, manage and coordinate all business, administrative and change processes required to support the core education functions of the school.

To enable the Head teacher and school leadership team (SLT) focus more exclusively on teaching and learning by assuming leadership of, and responsibility for, non-teaching and learning requirements to support the proper functioning of the school

Recognising that schools will differ in terms of scale, complexity, and resources; consequently, these outcomes will vary in line with school needs and size.

Job specific outcomes

To provide the SLT with administrative, business support and leadership across a wide and varied range of processes including, not exhaustively:

To support HR (human resources) processes including recruitment, performance management, capability and attendance

To manage all communication requirements including engagement with children, staff, parents and the wider community through appropriate media.

To research, collate, analyse and produce data to support the effective and efficient running of the school within data protection regulations and supporting freedom of information requests.

To support the financial management of the school Including budget setting, review and forecasting.

To act as change agent for the school, contributing to the development, implementation and sustainability of school, department and Government change projects and supporting continuous improvement of administrative and other processes at both a school and education system level

To support risk assessment completion and implementation and Health and Safety compliance

To support development and management of extended provisions including income generation through increased use of school assets by the wider community.

To provide line management for support staff and oversight of contracted services.

Support the education directorate and SLT in contributing to, drafting and implementing school policies.

Note – these responsibilities will often be fulfilled by engagement with, and support from, other staff within the school and from the wider Department or Government. For example, support from the departmental communications team or Business Partners from Human Resources of the Treasury.

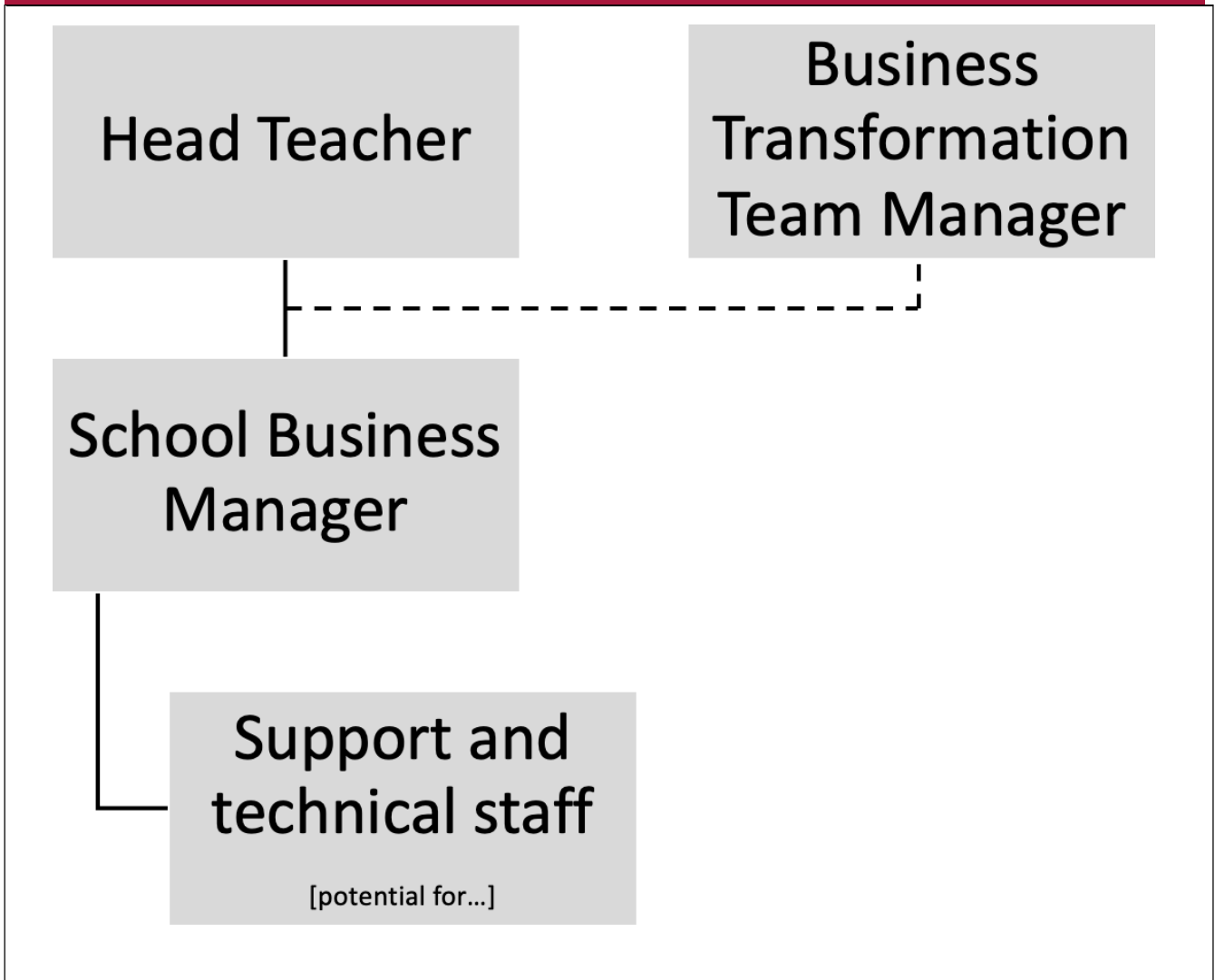
Statutory responsibilities
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level, or the equivalent; or a qualification in a management-related discipline.	<p>Qualification in School Business Management</p> <p>Qualification in continuous improvement methodologies</p> <p>Qualification in project and change management disciplines</p>
Knowledge	A knowledge of financial planning and an ability to set and maintain a budget successfully.	
Technical / Work-based Skills	A knowledge of financial planning and an ability to set and maintain a budget successfully.	<p>A knowledge of process continuous improvement methodologies</p> <p>A knowledge of project and change management disciplines</p>
General Skills/Attributes	Able to think strategically, review and monitor systems and provide best value for money, as well as high quality outcomes.	Competent in Microsoft Office 365 (word, excel, PowerPoint, teams)
Experience	<p>At least 5 years professional experience in a management role.</p> <p>Experience of working within an organization with a large and varied client base and the ability to feel comfortable when dealing with a diverse mix of groups and individuals.</p> <p>Experience of leading and inspiring confidence in a team.</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 5 core accountabilities attributes and behaviour indicators.