



Role Title	School Business Manager
Grade	NJCJE Grade 7 SCP 30-35 (£38,223 - £43,421)
School	Clifford Holroyde SEN School
Main purpose of the role	
<p>As a member of the Senior Leadership Team, to provide strategic leadership and management of the operational business of the school, including finance, administration, Human resources, site management, contracts management and developing marketing and business links, to provide best value and enhance effectiveness leading to improved standards of achievement.</p>	
Core responsibilities and tasks	
<ol style="list-style-type: none">1. Develop and produce strategies for the provision of a range of business support activities, including office support, operational business development, monitoring processes, and estate management to enhance and support the school's service provision and help it meet the challenges of delivering a value for money service to the school and the wider community.2. Produce an annual business plan for the school to monitor and improve the effectiveness of the deployment of resources against future business and school needs and the achievement of income targets.3. Establish and maintain an overview of future technology and systems to enhance business provision as well as representing the school on relevant forums, associations and cluster boards.4. Manage the school budget ensuring it is allocated effectively against set business targets and that this meets school, local and national financial procedures, guidelines and requirements.5. Direct and lead the office / site teams to ensure that operational and business targets are met and initiate the development of a continuous improvement programme to ensure school needs are met and that best value for money is derived. To act as Line Manager for Office and Site staff.6. Develop strategies for business marketing of the school to ensure and maintain a positive high profile within the wider community, to attract funding for designated projects, to maximise use of the school's facilities for the wider community and to achieve an income generation target to support the needs of the school.	

7. Participate in strategic decision making as a member of the school's Senior Leadership Team to ensure that the business service implications of all decisions are duly considered and particularly that all financial implications are rigorously explored to ensure the viability of strategic decisions.
8. Maintain contact with key community partners to develop shared initiatives and to champion high quality learning opportunities and to meet wider community need.
9. Prepare and present financial update to the school's governing body each half term.

Indicative knowledge, skills and experience

- Requires an extensive knowledge of complex financial procedures, regulations and business management (including HR).
- Detailed knowledge and experience in financial procedures, computer literacy, payroll and accountancy.

Additional Information

- Once every half term, act as a Clerk to the governors.