

**City of Edinburgh Council
Job Profile**

DEPARTMENT: Children and Families
SECTION: Secondary Schools
POST: Business Manager
RESPONSIBLE TO: Head Teacher

PURPOSE OF JOB:

The Business Manager will be a full member of the school management team and will take responsibility for the support services element of the School Improvement Plan. A key aim of the business manager will be to free up senior management time (to enable them to concentrate on improving learning and teaching in the school) by undertaking the management of the support service in the school.

In particular the Business Manager will be responsible for and manage the delivery and development within the school of:

- ☐ budget management
- ☐ financial planning, support
- ☐ management information
- ☐ office support services
- ☐ Human Resource policies, procedures and records
- ☐ pupil records
- ☐ statistical reporting

To manage delegated support services budgets.

Where appropriate, optimise the community use of school facilities.

MAJOR TASKS/JOB ACTIVITIES:

Take part in the management of the school

Take an active part in the school management team.

Undertake analysis of data, policies and procedures available within the school and externally in order to advise senior staff on problem resolution and prevention, with regard to the post's areas of expertise.

Investigate relevant matters arising from the School Board or management team, prepare recommendations and reports for these groups and also for senior management of the Children and Families Service as required.

Financial responsibilities

Advise head teachers and school management on all matters relating to school finances including planning and budget monitoring.

Ensure effective compliance with council policy on financial matters, including the application of Council Finance regulations, the scheme of delegation, standing orders and the scheme of Devolved Management in schools.

Maintain effective internal controls to ensure all expenditure is properly accounted for, all income due is received and the assets of the authority are secured.

Maintain proper, accurate and complete accounting records for school finances and school funds.

Ensure maintenance of school financial systems. Undertake regular reviews of systems and undertake appropriate development.

Ensure monthly reconciliation of school systems to central council systems.

Undertake allocation and control of the annual revenue budget voted by Act of Council including the application of budget virements between expenditure heads. Budget includes staffing, premises, supplies and services, transport, examination costs. In the largest secondary schools this will be a budget of up to £5.4 million (2011/12).

Maintain effective procedures for financial management, monitoring and budgetary control.

Undertake accurate monitoring of expenditure and income in relation to all budget heads and report on financial performance at regular intervals to school senior management.

Advise senior management on remedial action to control budget overspends.

Prepare reports on school expenditure when appropriate for senior management, Parent Councils and other relevant parties.

Organise and maintain effective control over all purchasing activity including ordering, receipt of goods and invoice payment, ensuring compliance with internal audit requirements.

Liaise with internal audit staff and Headquarters Finance Officer. Ensure provision of complete supporting records to verify financial transactions as required by these staff.

Liaise with other senior central Service staff on financial matters as required.

Attend meetings as required with School Boards and central service staff.

Human Resource responsibilities

Undertake day to day management and co-ordination of all HR management matters devolved to the school through the scheme of delegation, other than those decisions which must be retained by Head Teachers eg disciplinary decisions relating to teaching staff.

Ensure compliance with statutory legislation and Council Policies and procedures within the school.

Co-ordinate all advice and practice within the school and when required with Headquarters HR staff

Operate the Council's Managing Attendance Procedure for all staff within the school, including the implementation of Occupational Health recommendations.

Advise senior managers in all aspects of HR as they relate to employee relations within the school where appropriate.

Undertake investigations and application of disciplinary and grievance procedures, where appropriate.

Co-ordinate and liaise (in appropriate schools) with Facilities Management (FM) staff or with the Council's Client Services team on matters relating to those ancillary staff in the school.

Support staff management

Manage all support staff.

Undertake staff selection, training, organisation, allocation of duties, discipline, welfare and working patterns.

Implement Staff Performance, Development and Review procedures for appropriate school staff.

Manage support services

Take responsibility for the support services element of the School Improvement Plan.

Liaise with Client Services/FM partner Help Desk to notify property and maintenance problems arising. In non-PPP schools, manage the maintenance budget in close liaison with Client Services. In PPP schools monitor response of FM partner to maintenance requests.

Manage the administration of SQA examination and appeal ensuring timeous returns.

Manage the provision of school administration, office and reception services.

Manage the administration of school admissions and placing requests.

Manage the administration of exclusions.

Co-ordinate support to Parent Councils.

Ensure that school equipment is appropriately maintained and that adequate levels of supplies are available for teaching and support service requirements.

Ensure the implementation of an effective school administration ICT system.
Ensure the provision of suitable technical and ICT support to teachers.
Monitor response of BT Syntegra Help Desk to repair requests.

Act as Safety Officer for the school. Ensure that school buildings and grounds are in a safe condition at all times and that safety procedures are reviewed on a regular basis. Maintain a detailed knowledge of the relevant Health and Safety legislation. Maintain links with Health and Safety staff.

Manage the provision of school Library Resource Centre services and technician support.

Ensure classroom cover is arranged.

Management information

Develop systems to fulfil management information requirements of the school and the central Children and Families Service.

Provide school returns, other statistical information and Performance Indicator data required by the Council, SEED and other external agencies. Ensure required accuracy and quality of the information supplied.

Ensure accurate and complete HR statistics and pupil roll numbers are maintained and reports prepared for central Headquarters HR as requested.

Optimise the community use of facilities

Develop and agree a business plan and financial targets for the community use of facilities.

Manage the advertising and marketing of the school as a community leisure resource, and school letting procedures.

Service development

Take part in review and development of service-wide financial systems and procedures relevant to schools in liaison with Headquarters personnel.

Take part in review and development of service-wide HR policies and procedures relevant to schools, in liaison with Headquarters HR.

Work with senior staff from schools and central Headquarters to share best practice.

Ensure that all aspects of management in the control of the postholder meet the test of best value required by the Council in all its activities.

Identify training needs and knowledge requirements of own staff and teaching staff in post's areas of expertise. Develop and deliver training and briefing sessions, or otherwise arrange training to address identified requirements.

Take part in/initiate quality initiatives within the school.

RESPONSIBLE FOR

Typical staffing within a secondary school

Administration Officer

Clerical Assistants

Library Resource Centre Co-ordinator

Science Technicians

Senior Technicians

Workshop Technicians

Senior Service Support Officer

Service Support Officers

Learning Assistants

Classroom Assistants

Supervisory Assistants (Dining Room)

Senior Support Assistants (Community

High Schools)

DECISIONS MADE IN THE COURSE OF JOB

Management of delegated budget.

Implementation of Council policies on Finance and Human Resources.

Development and review of all support services policies and procedures within the school.

Recruitment, selection, deployment, performance development & reviews and discipline of all support staff.

As professional adviser to the Head Teacher, makes recommendations on the management of staff and finances.

SUPERVISION RECEIVED

Working autonomously for the most part within delegated responsibility for implementing the support services element of the School Improvement Plan.

Will appraise the HT of significant problems where appropriate.

CONTACTS

Regular provision of professional advice to the Head Teacher and school management team on matters of finance and budgets, disciplinary issues, attendance management, support staffing deployment.

Contact with the Parent Council.

Contact with pupils and teaching staff in the resolution of support services problems.

Contact with SEED, HMI and similar organisations with regard to the provision of statistics and information, effectiveness and development of communication processes.

Regular contact with senior officers in Headquarters to seek policy direction and to input to the development of policies and procedures for the Service.

Contact with the GTCS where necessary to confirm teacher registration information, if required.

Liaison with Headquarters Finance Officer to ensure appropriate alignment of devolved school finances with Council finances.

EDUCATIONAL/VOCATIONAL QUALIFICATIONS REQUIRED

The postholder will be educated to degree level in a relevant subject or provide a relevant alternative professional qualification. A formal professional qualification in Human Resources or Finance would be particularly desirable.

EXPERIENCE REQUIRED

The postholder will bring to the post considerable experience of operating at a senior management level, such that they can make an immediate contribution to the senior management team and positively impact on the effectiveness of the school's support services. This experience will include managerial responsibility for financial, HR and facilities management. It is essential for the postholder to have experience of budget management responsibility and monitoring, staff management and working in a computerised environment as is a demonstrable ability to work autonomously and as part of a team.

COMPLEXITY

Responsible for advising the Head Teacher and senior management team on the operation of financial and HR policies, procedures and practices.

Responsible for analysing financial information and advising the Head Teacher on financial planning and budgeting.

Responsible for ensuring the school's finances are managed according to the Council's procedures and all expenditure is accounted for.

Undertakes the management of absence for all staff co-ordinating the various parties which contribute to the operation of the policy.

Manages staff group to ensure that the range of support services is effectively provided; making changes to staff deployment, in response to the changing needs of the school. The support services managed range from the School Library Resource Centre through the supervision of janitorial and ancillary services, to professional advice to the Head Teacher undertaking teaching staff disciplinary procedures.

CREATIVITY

Analysis and interpretation of financial monitoring information, assessment of financial problems and development of solutions, provision of financial advice.

Undertaking disciplinary investigations and employee relations activities.

Investigation of issues referred by the school management team and Parent Council.

Application and development of financial and HR procedures tailored to the school's needs.

Interpretation and application of Council policies and procedures across the broad spectrum of school activity.

SPECIAL CONDITIONS

None.

ADDITIONAL INFORMATION:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

EMPLOYEE SPECIFICATION:

Council Core Competencies

These Council Core Competencies apply to all positions:
Being Customer/Client Focused
Working Effectively with Others

Managing Change
 Taking Ownership and Responsibility
 Communicating Effectively
 Planning and Decision Making
These Council Core Competencies apply to positions with responsibility for managing people or resources:
 Leading Others
 Managing Performance and Developing others
 Political Sensitivity

Business Manager (Secondary)	Essential	Desirable
Experience	<p>A substantial amount of experience of operating at a senior management level including managerial responsibility for either financial, personnel or facilities management</p> <p>Proven experience of budget responsibility and budget monitoring</p> <p>Proven experience of staff management</p>	Experience gained in a Local Government or Public Service environment
Knowledge, Skills and Understanding	<p>Ability to interpret and implement Council policies and procedures</p> <p>Ability to work autonomously and take informed decisions. Ability to manage change, to introduce new initiatives and revise systems and processes</p> <p>Ability to use spreadsheets and computer packages</p> <p>Proven organisational skills</p>	Knowledge and understanding of Personnel and/or Finance policies and procedures

Qualifications and Training	Educated to degree level in a relevant subject or possession of an equivalent professional qualification, or equivalent evidence of experience	A formal professional qualification in Personnel or Finance
Job Specific Requirements	Well developed verbal and written communication skills	
	<p>Demonstrable analytical skills</p> <p>Ability to manage disciplinary, grievance and absence management cases</p> <p>Ability to delegate and allocate work effectively Ability to deal with people at all levels and to establish good working relationships</p> <p>Ability to lead a team and develop/motivate staff</p> <p>Confidence and maturity to deal with demanding and complex issues in an environment</p> <p>Creative problem solving skills</p>	
Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy		