



Al-Hijrah School
مدرسة الهجرة

BUSINESS MANAGER

GR 5, Permanent / Full-time

Al Hijrah School

Burbidge Road

Bordesley Green

Birmingham

B9 4US

Required For September 2018

Al-Hijrah School is a well established (4-16) Voluntary Aided Islamic School. Al-Hijrah school has been one of the highest performing schools in Birmingham for the past four years and prides itself on the excellent character of our children and dedicated staff.

Al-Hijrah School has a clear aim to provide outstanding educational experience for all of its pupils. Key to the school's development is a significant investment in innovative teaching and extracurricular activities. Al-Hijrah School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Al-Hijrah School is looking to appoint a Business Manager. We are looking for a dynamic and ambitious individual who is able to think outside the box. As the Business Manager you will provide the strategic and operational leadership and management of the School's core business services and overall responsibility for facilities management. You will be expected to undertake the financial planning and management of the school, advise the Headteacher and Governing body on all financial matters and lead on income generation. The ideal candidate would have financial management experience in an educational setting and holds the Certificate of School Business Management or equivalent qualification.

Closing Date for Applications: 11 May 2018

For further details or to arrange a school visit please contact:
Mrs Sadia Khan via email : sadia.khan@al-hijrah.bham.sch.uk

Application Forms are available on our website at: www.alhijrahschool.co.uk.
Application forms should be returned via post or email to: **Mrs Chito Sutton, Al-Hijrah School, Burbidge Road, Birmingham B9 4US**
email: c.sutton@al-hijrah.bham.sch.uk

School Business Manager

Job Description

Grade: GR5

1. Job Purpose

- 1.1 To provide full support to the Headteacher to ensure the effective leadership, management and administration of the school with specific responsibility for facilities, Financial Management, Office Management, Estate Management, Risk Management and Whole School Administration including the management of non-class based school support staff.

2. Key Responsibilities

Financial Management

- 2.1 Managing and monitoring budgets and payroll
 - 2.1.1 Responsible, under the direction of the Headteacher, for financial matters having due regard to the appropriate financial directions and regulations of the Authority.
 - 2.1.2 Monitor in detail the main and separate departmental capitation and other budgets and advise on implications of decisions.
 - 2.1.3 Manage petty cash resources
 - 2.1.4 Calculate, provide and apply costing and associated information.
 - 2.1.5 Advice and recommend matters relating to income and expenditure including producing statements and forecasts including half-termly reports to the Finance Committee and the full Governing Body.
 - 2.1.6 Prepare forecasts and papers for annual budget setting meetings.
 - 2.1.7 Maximise income generation within the ethos of the school. Ensure best value principals are adopted, for example, in extended schools activities
 - 2.1.8 Secure funds to which the school is entitled; act as point of contact with central and other agencies with regard to grant applications, gifts and other donations

2.1.9 Secure bid-based competitive funds, manage any application for grant funding and seek out new sources of available funding for the school.

2.2 Procurement

2.2.1 Manage contract services (such as catering and cleaning)

2.2.2 Secure bid-based competitive funds by effective use of bidding systems and contacts

2.2.3 Seek professional advice on insurance and advise the governors on the appropriate insurances for the school. Implement the approved insurances.

2.2.4 Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Purchase, either directly or indirectly the school's energy supplies

Human Resource Management

2.3 General Personnel Issues

2.3.1 Oversee general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment.

2.3.2 Maintain and manage the Single Central Record.

2.3.3 Advise governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. Attend employment tribunals as necessary. Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.

Office Management

2.4 General Personnel Issues

2.4.1 Oversee general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment

2.5 Support staff management and development

2.5.1 Recruit and manage support staff

2.5.2 Provide leadership and guidance for support staff, including direct line management responsibility where appropriate –

administrative and clerical, financial, technicians, premises and maintenance, cleaners and caterers

2.5.3 Manage the professional development, appraisal and training of support staff listed in 2.4.2.

2.5.4 Ensure the provision of an effective administrative, secretarial and clerical support to the Headteacher and other teaching staff as required in specialist areas.

2.5.5 Act as the school health and safety coordinator and fire officer

Estate Management

2.6 Premises, health and safety management

2.6.1 Manage the maintenance of the school site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.

2.6.2 In cooperation with the fire service, manage the installation and maintenance of equipment for protection against, and escape from, fire. Initiate and keep records of regular fire practices and alarm tests. Ensure emergency procedures are current timely

2.6.3 Manage the upkeep of all building structures and school grounds. Ensure the maintenance boundaries.

2.6.4 Manage the purchase, repair and maintenance all furniture and fittings.

2.6.5 Manage the security of the school site.

2.6.6 Managing health safety.

2.6.7 Know the elements of fire safety and the associated risks to the school through the process of risk assessment.

2.6.8 Know about health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other user of school premises and facilities.

2.6.9 Prepare and maintain school equipment inventory.

2.7 Risk Management

2.7.1 Draw up and manage a whole school risk assessment policy.

- 2.7.2 Ensure that the school is General Data Protection Regulations compliant.
- 2.7.3 Draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaising with building contractors and the school architect.
- 2.7.4 Know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved
- 2.7.5 Be aware of the importance of a disaster recovery plan and its place within the management procedures of the school
- 2.7.6 Know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility
- 2.7.7 Implement risk management and loss prevention strategies in the school to reduce insurance costs

Whole-school administration

- 2.8 ICT Management
 - 2.8.1 Manage the SIMS and ICT infrastructure
 - 2.8.2 Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones
 - 2.8.3 Obtain the necessary licences and permissions, and ensure their relevance and timeliness
 - 2.8.4 Manage the school's administrative and financial computer network systems; the implementation of appropriate management information systems; and the full computerisation of the administration accounting and record system, including desktop publishing. Act as system manager for the administrative computer network and curriculum network if appropriate
- 2.9 Relationship Management
 - 2.9.1 Develop school policies for working with contractors and outside agencies
- 2.10 Meetings and Events

2.10.1 Attend and participate in such Staff Meetings/other working groups as are appropriate to the role

2.11 Professional Development

2.11.1 Attend and participate in training and staff development programmes as per the school's Staff Development Policy

2.12 Other Duties

2.12.1 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

2.13 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.14 Ensure all tasks are carried out with due regard to Health and Safety

2.15 Undertake appropriate professional development including adhering to the principle of performance management.

2.16 Adhere to the ethos of the school

2.16.1 Promote the agreed vision and aims of the school

2.16.2 Set an example of personal integrity and professionalism

2.16.3 Attend appropriate staff meetings and parents evenings

3. Supervision Received

3.1 Supervising Officer's Job Title : Headteacher

3.2 Level of supervision:

~~1. Regularly supervised with work checked by supervisor~~

~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~

3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Office Manager	3	1	3
Exam & Student Data	3	1	3

Manager			
Building Services Manager	3	1	3
Kitchen Manager	4	1	3

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	Level 4 Diploma for School Business Managers / Certification of School Business Management (CSBM) or equivalent	AF/C
Experience Relevant work and other experience	<p>Financial management experience in an educational setting.</p> <p>Administrative experience in an educational setting.</p> <p>Experience of line management responsibility.</p> <p>Experience of data input systems.</p> <p>Experience of using purchasing systems.</p> <p>Experience of child protection procedures and commitment to safeguarding pupils.</p> <p>Experience of managing health and safety in an educational setting</p> <p>Experience of managing risk assessment in an educational setting</p>	
Skills & Ability e.g. written communication skills, dealing with the public etc.	<p>*Delete if not applicable</p> <p>*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p>	

	<p>The ability to manage the school budget both on a strategic and day to day level</p> <p>The ability to lead, organise and motivate a team.</p> <p>The experience and ability to deal positively with staff, children and parents.</p> <p>Effective use of ICT</p> <p>The ability to think strategically</p> <p>The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others</p> <p>The ability to support colleagues</p> <p>To be loyal and committed to the school</p> <p>An ability to establish and develop positive relationships throughout the school.</p>	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
