



Redbridge Alternative Provision

**REDBRIDGE ALTERNATIVE PROVISION &  
CONSTANCE BRIDGEMAN CENTRE**

**The Constance  
Bridgeman Centre**

Knowledge, Understanding, Opportunity

<b>Job Description</b>			
<b>Job Title</b>	School Business Manager – Redbridge Alternative Provision (RAP) and Constance Bridgeman Centre (CBC)		
<b>Service area</b>	Redbridge PRUs – RAP and CBC	<b>Function</b>	Support Staff
<b>Salary Scale/Grade</b>	LBR 15, Scale points 44 – 47		
<b>Reports to</b>	Headteachers from RAP and CBC	<b>Permanent / Fixed Term</b>	Permanent
<b>Responsible for:</b>	<p>Be responsible for/manage the operation and delivery of support services within both Pupil Referral Units (PRUs), across two different sites. Be responsible for/manage the planning, development and monitoring of support services.</p> <p>Management of staff, including commissioning and delegation of relevant activities. Member of Senior Leadership Team for both PRUs.</p> <p>Line management of: Admin and Site Staff as well as IT and Catering providers</p>		
<b>Purpose of Job</b>			
<ul style="list-style-type: none"> <li>• As part of the Senior Leadership Team for both PRUs, and the leading support staff professional, to assist the Headteachers of RAP and CBC in their duty to ensure that each provision meets its educational aims and requirements</li> <li>• To be responsible for providing professional leadership and management of the PRUs support staff in partnering with teaching staff in order to enhance their effectiveness in providing high standards of learning and achievement.</li> <li>• To lead and provide a flexible, proactive and responsive support function to the PRU Management Committee, Headteachers and Senior Leadership Teams for both PRUs. Promoting highest standards of business ethos within the administrative function and support services and strategically ensures that the most effective use of resources are deployed in support of both PRUs learning objectives and development plans.</li> <li>• To be responsible for the Financial Resource Management, Administration Management, Management Information and IT, Human Resource Management, Health &amp; Safety, Catering and Premises, Facilities and Asset Management across both RAP and CBC.</li> </ul>			

## Major duties and responsibilities

### Leadership and Strategy:

- As part of the Senior Leadership Team for both PRUs, play a significant strategic role and to assist in the production of each Schools Development Plan, Monitoring and Review programmes.
- To keep abreast and understand the effects and implications of government policies, legislation and develop effective strategies for current/future initiatives and long-term educational trends and advise the Headteachers and the PRU Management Committee of such financial and general business matters.
- To negotiate and influence strategic decision making within the Senior Leadership Teams, with the overriding view to enhance teaching & learning and continuously improve standards
- Ensure financial governance is adhered to and that the PRUs various business and financial statutory returns are completed to deadlines and in a timely manner
- To attend Senior Leadership Team Meetings.
- To lead a team of support staff to ensure the provision of an effective support service, effective communication and the development of systems and procedures.

### Resources and Management:

- To ensure each PRU makes best possible use of their resources through effective strategic planning including consideration of all financial implications and ensuring that best value principles are adopted.
- Produce timely and fully costed proposals and ensuring they are sustainable and fit for purpose (e.g. through three-year budgets).
- To generate, maximise and co-ordinate new income streams.
- Manage the function/disciplines of Finance, Human Resource Management, ICT, Estate Management, Catering, Administration and Marketing. This includes all general training and development of the support staff, and all matters within the management of the school which are supportive to the teaching function. Ensure maximum efficiency and cohesive approach.

### Financial Management:

- Produce and submit the proposed budget to the Headteacher and members of the PRU Management Committee for approval and prepare the annual estimates of income and expenditure to facilitate the overall financial planning process.
- Consultation and agreement of budgets and to monitor accounts against budgets. Produce regular management accounts and report on the financial state of each school to governors, highlighting/explaining (if any) significant variances/issues.
- Advise the Headteachers and the PRU Management Committee on financial policy, preparing financial/appraisals/due diligence for particular projects and developing a business plan (long-term financial strategy) for the future development of each school.
- Ensure compliance with the schools' financial value standard and to use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership teams and Governors accordingly
- To produce monthly monitoring reports for both RAP and CBC.
- Monitor all accounting procedures and resolve any problems, including:
  - ordering, processing and payment for all goods and services provided to the school
  - operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
  - maintaining an assets register, and preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- Produce all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
- Tender and manage service contract services (e.g. cleaning, catering) and ensure that they adhere to School's compliance and performance standards.

### Human Resources:

- Responsible for general recruitment of staff, personnel matters, including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment. Advise Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- Maintain confidential school staff records and ensure that staff records held in the school (or by others) are kept confidential.
- Provide leadership and guidance for support staff (where appropriate) i.e. administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance, ground staff, cleaners and caterers.
- Manage the recruitment, professional development, appraisal and training of all support staff.

- Plan for, arrange and report on staff development aspects for all staff.
- Plan for and report on staff salaries for both PRUs.
- Managing all staff employment contracts, and the administration related to staff recruitment.

**Premises Management:**

- Manage the maintenance of both PRU sites and buildings, the preparation of maintenance schedules and the efficient operation of all facilities in the properties. In addition oversee plant for lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation, etc.
- 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 and timely.
- Ensure the safe maintenance and security operation of both RAP and CBC sites.
- Oversee the purchase, repair and maintenance all furniture and fittings.

**Health & Safety Management:**

- Ensure the health and safety regulations, particularly the main issues specific to each school and how they relate to students, staff, visitors, contractors and other users of school premises and facilities are in place and managed.
- Ensure the elements of fire safety and the associated risks to the school through the process of risk assessment.
- Devise a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
- Implement risk management and loss prevention strategies in the school to reduce insurance costs and to limit/safeguard each Schools liability/exposure.
- Act as the Health & Safety Coordinator for both RAP and CBC, and be responsible for the management and communication across both schools for health & safety matters

**Risk Management:**

- Ensure an effective risk register and risk management plans are in place (e.g. 3rd party service contracts)
- Develop a disaster recovery strategy to include a detailed plan to cover premises, resources and IT.

**Administration and ICT Management:**

- Manage the administrative function including the administrative ICT facilities, reprographics, records and telephones for both RAP and CBC.
- To be responsible for the systems and general management of both schools administration systems, processes, records, MIS (or other school monitoring data) and its publications.
- Act as correspondent for the DFE and be responsible for the records and returns required.
- Ensure the necessary IT and administrative licenses and permissions are current and ensure their relevance and timeliness.
- Ensure the provision of administrative information and use of any analysed data, benchmarking information and reporting systems are streamlined to maximise efficiency of their use
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'best value' at all times.
- Buying and managing insurance (this includes supply teacher cover)
- Manage all aspects of school business management in a sustainable and eco-friendly manner
- Responsible for the asset management of the Schools equipment.
- Ensure the provision of school facilities. These include:
  - Catering
  - transport, including minibus(es) and drivers
  - school shop
  - bookings for school facilities, and
  - provision of facilities for additional tuition out of school hours, including music.

**Relationship Management:**

- Managing relationships (teachers/support staff/contractors)
- Act as a bridge to facilitate effective and closer working relationships between teaching and support staff and develop the Group's localised policies for working with contractors and outside agencies.
- To manage and handle sensitive (and potentially political) relationships with diplomacy (e.g. between the Governing Body and Head teacher, Chair of Governing, LA, external auditors who may at times have conflicting goals/aspirations/expectations that require careful managing)
- Act as the key point of contact with central and other agencies with regard to grant applications, gifts and other donations
- Managing staff and effective work relationships across different locations, whilst ensuring consistency across the Group

**Safeguarding Children & Safer Recruitment:**



Redbridge Alternative Provision

# REDBRIDGE ALTERNATIVE PROVISION & CONSTANCE BRIDGEMAN CENTRE

The Constance Bridgeman Centre

Knowledge, Understanding, Opportunity

- This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

<b>Checked by:</b>	Sam Walters	<b>Date:</b>	November 2023
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## SCHOOL BUSINESS MANAGER Person Specification

<b>Essential</b>	<b>Desirable</b>
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<b>Qualifications</b>		
Relevant accounting qualification.		✓
School Business Manager Specific qualification i.e. DSBM, CSBM, ADSBM or Degree.		✓
<b>Experience</b>		
Managing strategic financial plans	✓	
Managing budgets, financial accounting & reporting, procurement and fixed assets	✓	
Managing change projects	✓	
Managing and leading teams and / or individuals	✓	
Managing HR	✓	
Managing health & safety, premises & assets	✓	
Experience working in an office environment at a senior level	✓	
Managing within an Educational environment		✓
Managing at a senior management team level		✓
<b>Training</b>		
Evidence of continued professional development	✓	
Member of the National Association of School Business Management		✓
<b>Knowledge and Skills</b>		
Able to deliver services and systems to support the effective management of the school	✓	
Able to identify and deliver value for money and value for money initiatives	✓	
Able to influence at a strategic level, the decision making of management, leaders and key stakeholders	✓	
Ability to persuade, motivate, negotiate at all levels		
Ability to use a range of IT/Financial packages E.g. SAGE, Excel	✓	
Effective numeracy / literacy/ IT skills and the ability to analyse, produce and present statistical/financial information accurately and clearly	✓	

<b>Knowledge and Skills (continued)</b>		
Able to understand National and Regional educational services in order to deliver appropriate strategies.	✓	
Able to interpret business advice/statute/financial orders etc. and its impact on the NRH Group and to advise key stakeholders and influence localised policy/practices in light of these (e.g. H&S, Fair Funding, Equality etc.)	✓	
Able to work in an environment that provides education and support to pupils with social, emotional and mental health difficulties (SEMH).I and behavioural difficulties and with young people, adults and the school's community	✓	
Effective communication skills, both verbal and written and the ability to handle delicate/sensitive situations with diplomacy and tact	✓	

<b>Personal Qualities</b>		
Demonstrates initiative and self-motivation and can work as an individual, but also as part of a team, willing to share knowledge/tasks and takes ownership and responsibilities.	✓	
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓	
Has effective time manage and can work under pressure and meet targets/deadlines	✓	
Able to prioritise, plan and organise the work of self and others and also coordinate the work of teams (or individuals) and provide support and engender high performing staff/teams	✓	