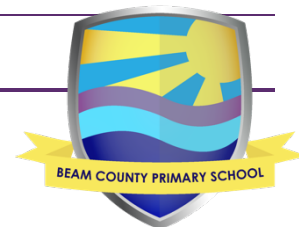


Job Description and Person Specification



Job details

Job title	Business and HR Manager
Grade	PO1: £42,492 - £45,123
Hours of work	35 hours per week, full year
Contract type	Permanent
Reporting to	Headteacher
Responsible for	Caretaker; Catering Lead
Indirect responsibility	Assistant Caretaker and cleaning team, through the Caretaker; Cook Supervisor and three Food Service Assistants, through the Catering Lead
Professional direction	Receives professional direction on all financial matters from the Head of Finance and Resources. Provides functional direction to the Office Manager and the office team on financial, human resources, compliance and data protection procedure, without line management.
Escalation	Unresolved differences on financial procedure are referred to the Head of Finance and Resources; unresolved differences on human resources matters are referred to the Headteacher.
Department	London Borough of Barking and Dagenham, Children's Services
School	Beam County Primary School

Main purpose

The Business and HR Manager is responsible for the operational management of the school's business functions: financial administration and procurement, human resources, compliance, premises services and administration. The postholder ensures that the school operates efficiently, lawfully and economically, and that other members of the leadership team are able to concentrate on teaching and learning.

The post works in close partnership with the Head of Finance and Resources, who leads on financial strategy, budget setting, forecasting and statutory financial reporting. The Business and HR Manager delivers and controls the operational financial cycle within that framework.

Duties and responsibilities

Leadership and strategy

- Contribute as a member of the senior leadership team, attending leadership meetings and reporting to the governing board and its committees as required.
- Line-manage the Caretaker and the Catering Lead, including workload planning, appraisal, absence management, professional development and the setting of premises and catering service standards.
- Set, publish and quality-assure the financial, human resources, compliance and data protection procedures that the school office is required to follow, working with and through the Office Manager rather than directing office staff.
- Refer unresolved differences on financial procedure to the Head of Finance and Resources, and unresolved differences on human resources matters to the Headteacher.
- Implement school-wide operational change in line with the school improvement plan, putting policies and procedures in place and communicating them clearly to staff.

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- Take all decisions in line with the vision and values of the school, and encourage others to do the same.
 - Monitor developments in technology and systems, and advise on how they may be used to improve the school's business processes and staff workload.
 - Prepare reports and papers for the Headteacher, the governing board and external bodies on business, human resources, premises and compliance matters.

Financial administration and procurement

- Operate the school's purchase to pay cycle, ensuring that requisitions, orders, receipting, invoice processing and payment are completed accurately, promptly and within delegated authority.
- Maintain effective internal financial controls, including separation of duties, authorisation limits, reconciliation of the school bank accounts, credit card reconciliation and the fixed asset register.
- Ensure money owed to the school is collected and banked, and that income from lettings, clubs, trips and the parent teacher association is accounted for correctly.
- Lead procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating terms and demonstrating value for money.
- Manage the school's contract register, including review dates, notice periods and performance, and advise the Head of Finance and Resources of contracts due for renewal or retender.
- Provide the Head of Finance and Resources with accurate, timely and complete information for budget monitoring, forecasting, year end and audit.
- Support the development and delivery of the school's income generation and grant funding activity, including the preparation of applications and the monitoring of grant conditions.
- Ensure the efficient operation of the finance function, with transactional processing carried out by the office team under the Office Manager and quality-assured by this post.

Human resources

- Lead the school's human resources administration, including contracts of employment, variations, staff records, the establishment list and the annual pay review process.
- Manage safer recruitment end to end, including advertisement, application packs, shortlisting documentation, pre-employment checks, references, right to work and the online checks required by Keeping Children Safe in Education.
- Own and maintain the Single Central Record, ensuring that it is complete, accurate and available for inspection at all times.
- Manage the school's payroll provision with the payroll provider, ensuring that starters, leavers, variations, additional hours and absence are notified accurately and on time, and that returns reconcile to the school's records.
- Administer pensions, staff insurance and other conditions of service, and act as the school's point of contact for the relevant providers.
- Manage staff attendance and absence administration, including the operation of the school's sickness absence procedure, occupational health referrals and return to work documentation.
- Provide procedural and administrative support to the Headteacher in formal human resources processes, ensuring that the school's procedures and the ACAS Code of Practice on disciplinary and grievance procedures are followed, and liaising with the local authority human resources advisers.
- Maintain the school's human resources policy suite, advising the Headteacher and the governing board when policies require review or replacement.
- Conduct reviews of the school's staffing structure with the Headteacher and the Head of Finance and Resources, to ensure effective deployment of staff and financial efficiency.
- Coordinate induction, mandatory training and training records for all support staff.

Compliance and risk

- Manage the school's compliance with its statutory obligations across business, employment, premises and data protection, and advise the Headteacher and the governing board on the relevant legal, regulatory and ethical requirements.
- Maintain the school's compliance calendar and assure that every statutory test, inspection, return and review is completed on time and evidenced.

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- Maintain and report on the school risk register.
 - Hold corporate responsibility for the school's health and safety management system, working with the Caretaker, who leads on site health and safety in operation, and reporting on assurance to the Headteacher and the governing board each term.
 - Ensure that accidents, incidents and near misses are recorded and investigated, and that reports required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are made.
 - Act as the school's day-to-day contact for data protection, working with the data protection officer, maintaining the record of processing activities, responding to information requests and reporting personal data breaches.
 - Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.

Catering

- Hold management responsibility for the school's in-house catering service, receiving the Catering Lead's weekly report on food safety records, service numbers, stock, costs and kitchen equipment.
- Assure that the school's food safety management system is operating, that hazard analysis records are complete and current, and that allergen information is accurate for every dish served.
- Ensure that catering staff hold current food safety qualifications and that the training record is maintained.
- Prepare the school for environmental health inspection, act on any improvement required and report the outcome to the Headteacher and the governing board.
- Approve and authorise all catering expenditure and release payment. The Catering Lead designs the menu, specifies requirements and raises orders; this post checks, approves and pays, so that specification and payment are held by different officers.
- Monitor the financial performance of the catering service, including cost per meal, income from paid meals and the recovery of debt, and report to the Head of Finance and Resources.
- Ensure that the catering service meets the School Food Standards and the requirements of universal infant free school meals, and commission any specialist advice required.
- Support the Catering Lead in any decision to withdraw a dish, suspend a service or refuse a delivery on food safety grounds, and ensure that such decisions are recorded and reviewed rather than reversed at the point of service.

Premises, facilities and services

- Hold overall management responsibility for premises services, receiving the Caretaker's weekly report on the site job log, statutory testing and outstanding works.
- Commission contractors and planned works, ensuring competent contractor checks, permits and insurance are in place before work begins.
- Manage the school lettings service, including agreements, charging, insurance and safeguarding conditions.
- Manage the school's catering, cleaning, grounds and other service contracts, monitoring performance against specification.
- Advise the Headteacher and the Head of Finance and Resources on the condition of the premises and on planned and capital maintenance priorities.

Safeguarding and general requirements

- The postholder is required to safeguard and promote the welfare of children and young people, and to follow the school's child protection policy, staff code of conduct and all other school policies.
- The post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service check including a children's barred list check, together with the online searches and pre-employment checks set out in Keeping Children Safe in Education.
- The postholder is required to take part in the school's appraisal and performance management arrangements and to undertake training relevant to the role.

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- The postholder is required to maintain strict confidentiality in respect of pupils, families, staff and school business at all times, and to comply with the UK General Data Protection Regulation and the school's data protection policy.
 - The postholder is required to promote equality of opportunity in both service delivery and employment practice, and to model the school's values of Striving, Inspiring, Community.

Person specification

Criteria	Requirement	Essential or desirable
Qualifications	Level 4 school business management qualification or an equivalent professional qualification in business, finance or human resources, or equivalent demonstrable experience	Essential
Qualifications	Degree, or a Level 5 or above qualification in school business management, human resources or finance	Desirable
Qualifications	Chartered Institute of Personnel and Development qualification at Level 3 or above	Desirable
Qualifications	Safer recruitment training, or willingness to complete it before appointment takes effect	Essential
Experience	Substantial experience of business, finance or resource management, in a school or in a relevant field outside education	Essential
Experience	Experience of human resources administration, including contracts, recruitment and payroll liaison	Essential
Experience	Line management experience, including appraisal and the management of performance	Essential
Experience	Experience of securing consistent practice from colleagues who are not direct reports	Essential
Experience	Experience of procurement, contract management and demonstrating value for money	Essential
Experience	Experience of statutory compliance, risk management or health and safety administration	Essential
Experience	Experience of managing a catering, cleaning or other operational service, whether delivered in house or by contract	Desirable
Experience	Experience of change management and of improving operational processes	Desirable
Experience	Experience of supporting formal employment procedures	Desirable
Knowledge	Working knowledge of school finance, including funding, budget monitoring and financial controls	Essential
Knowledge	Working knowledge of employment law and of the ACAS Code of Practice on disciplinary and grievance procedures	Essential
Knowledge	Working knowledge of safer recruitment and of Keeping Children Safe in Education	Essential
Knowledge	Working knowledge of health and safety and data protection obligations in a school	Essential
Knowledge	Awareness of food safety, allergen management and the School Food Standards as they apply to a school kitchen	Desirable
Knowledge	Strong information technology and systems skills, including advanced use of Excel and of a school finance system	Essential

Criteria	Requirement	Essential or desirable
Skills and abilities	Excellent attention to detail and a high standard of accuracy in records and returns	Essential
Skills and abilities	Ability to manage several projects at once, prioritising to meet deadlines	Essential
Skills and abilities	Ability to interpret legislation, policy and procedure and to apply it to real situations	Essential
Skills and abilities	Ability to build effective working relationships with staff, governors, parents and external partners	Essential
Skills and abilities	Ability to communicate a vision, to influence and to lead others through change	Essential
Personal qualities	Commitment to acting with integrity, honesty and fairness, and to safeguarding the assets, financial probity and reputation of the school	Essential
Personal qualities	Ability to work under pressure and to prioritise effectively	Essential
Personal qualities	Commitment to confidentiality, to safeguarding and to equality	Essential

Notes

This job description sets out the main duties and responsibilities of the post at the date of production. It is illustrative of the general nature and level of responsibility of the role and is not an exhaustive list of tasks. Duties may change over time as the requirements and circumstances of the school change, and the postholder may be required to undertake other duties appropriate to the grade of the post as directed by the headteacher.

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____ Date: _____

Postholder's signature: _____ Date: _____