

Disgrifiad Swydd

Teitl y Swydd: Rheolwr Busnes

Yn adrodd i'r: Pennaeth

Pwrpas y Swydd

- Bod yn aelod o'r Uwch Dîm Arweinyddiaeth a chynorthwyo'r Pennaeth yn ei ddyletswydd i sicrhau bod yr ysgol yn cwrdd â'i nodau addysgol.
- Darparu arweinyddiaeth strategol a rheolaeth o'r holl swyddogaethau cefnogi ysgolion gan gynnwys; Rheoli Adnoddau Ariannol, Rheoli Gweinyddu, Gwybodaeth Reoli a TGCh, Rheoli Adnoddau Dynol, Rheoli Cyfleusterau ac Eiddo, Rheoli Iechyd a Diogelwch, Rheoli Arlwygo a Rheoli Glanhau.
- Darparu cyngor ac arweiniad yn hyderus ac yn gymwys i'r Pennaeth a'r Llywodraethwyr ar y cynllunio ariannol strategol ac agweddau eraill o reolaeth busnes.
- Bod yn gyfrifol am sicrhau bod y swyddogaeth rheoli busnes yn gweithredu yn unol â rheoliadau statudol a bod lefelau uchel o wasanaeth cwsmeriaid yn cael eu darparu.
- Bod yn gyfrifol am greu, adolygu a datblygu polisïau a gweithdrefnau o fewn swyddogaethau rheoli busnes yr ysgol.
- Hyrwyddo'r safonau uchaf o ethos busnes o fewn swyddogaeth weinyddol yr ysgol a sicrhau'n strategol y defnydd mwyaf effeithiol o adnoddau i gefnogi amcanion dysgu'r ysgol.

Meysydd Canlyniad Allweddol

- Cyfrannu at ddatblygiad y Cynllun Datblygu Ysgol a Phroses Hunan Arfarnu'r Ysgol gan sicrhau bod cyllid/adnoddau'r ysgol yn cael eu cyfeirio at gefnogi'r ddau.
- Sicrhau bod yr ysgol yn darparu gwerth am arian yn y gwasanaeth y mae'n ei ddarparu trwy ymholi pob agwedd o reolaeth cyllid/adnodd gan wneud argymhellion i'r Uwch Dîm Arweinyddiaeth a'r Llywodraethwyr i'w sicrhau ar bob cyfle.
- Sicrhau gweithrediad llyfn holl swyddogaethau busnes/cefnogi'r ysgol gan fanteisio ar lwybrau i ddatblygu'r swyddogaethau hyn ar bob cyfle.
- Sicrhau bod yr holl bolisïau, arferion a gweithdrefnau o fewn cylch gorchwyl deiliad y swydd yn cael eu gweithredu yn yr ysgol a'u datblygu yn ôl yr angen.
- Bod yn fodel rôl i'r holl staff a disgyblion, darparu arweinyddiaeth i staff cymorth yr ysgol gan eu grymuso/ysbrydoli i wneud y gorau o'u potensial tra'n sicrhau eu bod yn canolbwyntio ar nodau ac amcanion yr ysgol.

Dyletswyddau Manwl

Arweinyddiaeth a Strategaeth

- Aelod o'r Uwch Dîm Arweinyddiaeth.
- Mynychu a chyfrannu at gyfarfodydd dyddiol yr Uwch Dîm Arwain, cyfarfod llawn y Corff Llywodraethol bob tymor a chyfarfodydd priodol o is-bwyllgorau'r Llywodraethwyr, gan arwain ar faterion sy'n berthnasol i gylch gwaith y swydd.
- Cyfrannu at gynllunio strategol, gwneud penderfyniadau a datblygiad o fewn Uwch Dîm Arweinyddiaeth yr ysgol drwy drafod a dylanwadu ar benderfyniadau strategol gan sicrhau y glynir at bolisïau'r ysgol a bod adnoddau'n cael eu dyrannu yn unol â blaenoriaethau'r ysgol a gofynion cyfreithiol.
- Cynllunio, arwain a rheoli newid yn unol â chynllun datblygu/strategol yr ysgol gan sicrhau bod swyddogaeth busnes yr ysgol yn cefnogi'r amcanion addysgol yn llawn.
- Yn absenoldeb y Pennaeth, cymryd cyfrifoldeb dirprwyedig am Gyllid, Adnoddau Dynol, Cyfleusterau, Iechyd a Diogelwch, a phenderfyniadau eraill yn ôl yr angen.

6. Arwain a rheolwr llinell holl staff cymorth yr ysgol gan sicrhau y gwneir y mwyaf o botensial pob swydd. Gweithredu fel sianel rhwng y staff cymorth a'r Uwch Dîm Arwain.
7. Adolygu a datblygu'r strwythur cymorth gweinyddol i ddiwallu anghenion yr ysgol yn awr ac yn y dyfodol.
8. Mynychu cyfarfodydd/cynadleddau yn ôl yr angen i gael y wybodaeth ddiweddaraf am faterion lleol/cenedlaethol gan roi adborth ac argymhellion i'r Uwch Dîm Arweinyddiaeth/Llywodraethwyr.
9. Ymdrechu am 'werth gorau' ym mhob agwedd o swyddogaeth fusnes yr ysgol.
10. Bod yn fodel rôl i bawb yn yr ysgol, yn oedolion ac yn ddisgyblion.

Rheoli Adnoddau Ariannol

1. Yn gyfrifol am foddelu a chynllunio ariannol yr Ysgol yn unol â Chynlluniau Datblygu Ysgol y cytunwyd arnynt. Gwerthuso gwybodaeth ac ymgynghori â'r Uwch Dîm Arweinyddiaeth a'r Llywodraethwyr i gynorthwyo gyda pharatoi cyllideb gytbwys ar gyfer yr ysgol.
2. Cyflwyno'r gyllideb arfaethedig i'r Pennaeth a'r Llywodraethwyr i'w chymeradwyo. Trafod, trafod a chytuno ar y gyllideb derfynol.
3. Defnyddio'r gyllideb y cytunwyd arni i fonitro a rheoli perfformiad yn weithredol er mwyn sicrhau gwerth am arian.
4. Nodi a hysbysu'r Pennaeth a'r Llywodraethwyr o achosion amrywiad sylweddol a chymryd camau unioni prydlon.
5. Cynnig diwygiadau i'r gyllideb os oes angen, mewn ymateb i ddatblygiadau arwyddocaol neu anrhagweladwy.
6. Datblygu systemau rheoli gwybodaeth cadarn i ddarparu adroddiadau ariannol clir a rheolaidd i'r Pennaeth, y Corff Llywodraethol a'r Pwyllgorau Adnoddau.
7. Darparu cefnogaeth, arweiniad a chynghor i'r Pennaeth Adran gan sicrhau rheolaeth effeithlon o'u hadnoddau a'u dyraniad cyllideb adrannol.
8. Yn gyfrifol am baratoi a chynnal cynllun ariannol tymor hir ar gyfer yr ysgol drwy ystyried blaenoriaethau Cynllun Datblygu'r Ysgol, gofynion staffio a rhagamcanion niferoedd disgyblion i'r dyfodol. Felly, rhagweld cyllidebau'r dyfodol.
9. Cynghori'r Uwch Dîm Arweinyddiaeth a'r Llywodraethwyr ar ddatblygu cynllun busnes a chyllideb, gan gynnwys y strategaeth ariannol hirdymor.
10. Sicrhau bod polisiau ac arferion ariannol (gan gynnwys pob agwedd ar gynllunio a rheoli ariannol, cynhyrchu incwm, archwilio a rheoli) yn cael eu hadolygu a'u gweithredu'n gyson i wneud y defnydd gorau o adnoddau ariannol yr ysgol.
11. Creu, datblygu a gweithredu systemau a gweithdrefnau i sicrhau llinellau atebolrwydd ariannol clir, darparu gwiriadau a balansau priodol ac sy'n lleihau'r risg o dwyll/camdefnyddio arian.
12. Rhoi gwybod i'r Pennaeth a'r Llywodraethwyr os amheuir neu os datgelir gweithgareddau twyllodrus.
13. Sicrhau bod trefniadau caffael yn cynrychioli gwerth gorau ac yn bodloni gweithdrefnau tendro perthnasol.
14. Nodi systemau neu ddulliau gweithredu a all fod yn fwy cost effeithiol neu effeithlon a'u rhoi ar waith, e.e. cyfathrebu electronig gyda rhieni yn lle llythyrau'n cael eu postio.
15. Goruchwyllo paratoi anfonebau rhieni a gweithio gyda'r Cynorthwy-ydd Cyllid i sicrhau bod yr holl ffioedd yn cael eu casglu.
16. Cydgysylltu o ddydd i ddydd â Chynorthwy-ydd Cyllid i sicrhau bod gweithdrefnau ariannol yn cael eu rhedeg yn fwyaf effeithiol a bod terfynau amser yn cael eu bodloni.
17. Paratoi cyfrifon diwedd blwyddyn gan gynnwys sicrhau trefniadau priodol ar gyfer archwilio.
18. Cydgysylltu a darparu'r holl wybodaeth sydd ei hangen ar yr archwilwyr mewnol a gweithredu unrhyw argymhellion.
19. Adnabod cyllid ychwanegol sydd ei angen i ariannu gweithgareddau arfaethedig yr Ysgol a chwilio am ddulliau newydd o gynhyrchu incwm.
20. Mynd ati i hyrwyddo marchnata'r Ysgol a'i hadnoddau i wneud y mwyaf o incwm trwy sicrhau cyllid allanol a nawdd.
21. Chwilio am gyfleoedd i optimeiddio incwm gosodiadau.
22. Dewis mathau o fuddsoddiadau sy'n briodol i'r ysgol, gan ystyried risgiau, barn rhanddeiliaid a nodi darparwyr posibl ac addas er mwyn sicrhau'r elw mwyaf posibl.
23. Rheoli grantiau a ddyrennir i'r ysgol gan sicrhau cynllunio priodol yn unol â chanllawiau grant yn ogystal â sicrhau bod arian grant yn cael ei hawlio a'i dderbyn i'r ysgol o fewn yr amserlenni gofynnol (gan gynnwys ond heb fod yn gyfyngedig i PDG, GGA, EYEIG, British Council).
24. Cyflwyno cynigion, argymhellion neu fidiau amserol wedi'u costio'n llawn.

25. Rhoi cytundebau cyllid ffurfiol ar waith gyda darparwyr addas ar gyfer symiau y cytunwyd arnynt, ar amseroedd y cytunwyd arnynt a chostau cytûn priodol ac amserlenni ad-dalu gan gynnwys sicrhau bod cytundebau yn bodloni gofynion cyfreithiol a chanllawiau gwerth gorau.
26. Monitro effeithiolrwydd a gweithrediad cytundebau, gan gymryd camau prydlon os bydd darparwyr yn gwyro oddi wrth y telerau cytunedig i sicrhau bod disgwyliadau'r ysgol yn cael eu cadw.
27. Rheoli ysgoloriaethau ysgol trwy sicrhau y dilynir telerau ac amodau wrth ddyfarnu pob ysgoloriaeth.
28. Cyfarfod yn rheolaidd â'r Rheolwr Arlwygo i sicrhau bod y fwydlen a gynigir yn iach, yn amrywiol ac o fewn y gyllideb. Gwneud penderfyniadau uniongyrchol ar gyfer newidiadau a sicrhau y gweithredir ar unrhyw adborth perthnasol.
29. Paratoi a chyflwyno hawliadau yswiriant yn ôl yr angen.
30. Sicrhau bod cofnodion cyfrifyddu cywir yn cael eu cadw a bod rheolaeth dros drefniadau cyfrifyddu.
31. Sicrhau y cedwir cofrestr asedau.
32. Bod yn gyfrifol am reoli Cronfa Breifat yr Ysgol gan sicrhau ei gweithrediad effeithlon yn unol â gweithdrefnau cytunedig, a chynnal y gweithdrefnau hynny, a thrwy gyflwyno tystysgrif Archwilio flynyddol i'r AALI.
33. Ceisio a defnyddio arbenigedd ariannol arbenigol yn ôl yr angen.

Rheolaeth Gweinyddol

1. Rheoli swyddogaeth weinyddol yr ysgol gyfan ac arwain yr holl staff cymorth.
2. Adolygu, datblygu a gweithredu dulliau effeithiol o wella systemau gweinyddol a fydd yn cefnogi amcanion strategol a gweithrediad dydd-i-ddydd yr ysgol.
3. Rheoli systemau a phrosesau cyswllt sy'n rhyngweithio ar draws yr ysgol er mwyn uno a chysoni'r systemau.
4. Diffinio cyfrifoldebau i staff gweinyddol i sicrhau bod gwasanaethau a swyddogaethau gweinyddol yn cael eu darparu'n amserol i staff yr ysgol a rhanddeiliaid eraill.
5. Sicrhau bod staff/adnoddau'n cael eu defnyddio'n effeithlon ac effeithiol a bod gwasanaeth cwsmeriaid o safon yn cael ei ddarparu.
6. Datblygu mesurau proses sy'n fforddiadwy ac a fydd yn galluogi penderfyniadau gwerth am arian i'r rhai sy'n rheoli adnoddau.
7. Defnyddio systemau dadansoddi data, gwerthuso ac adrodd i'r effaith fwyaf trwy sicrhau bod systemau'n cael eu symleiddio i wneud y mwyaf o effeithlonrwydd ac osgoi dyblygu.
8. Meincnodi systemau a gwybodaeth i asesu tueddiadau a gwneud argymhellion priodol.
9. Paratoi gwybodaeth ar gyfer cyhoeddiadau a ffurflenni ar gyfer LIC, yr ALI ac asiantaethau a rhanddeiliaid eraill o fewn canllawiau statudol.
10. Gweithredu fel Clerc y Corff Llywodraethol.

Systemau Rheoli Gwybodaeth a TGCh

1. Ystyried dulliau ar gyfer defnydd presennol a chynlluniau ar gyfer y dyfodol i gyflwyno neu waredu technoleg (er enghraifft; TCC, Parentmail, System Arlwygo Heb Arian NRS, SIMS) yn yr ysgol.
2. Ymgynghori â phobl berthnasol a phartïon eraill i gyflwyno technoleg newydd neu wella technoleg bresennol at wahanol ddibenion.
3. Sefydlu systemau i fonitro ac adrodd ar berfformiad technoleg o fewn yr ysgol.
4. Sicrhau bod adnoddau, cefnogaeth a hyfforddiant yn cael eu darparu i alluogi cydweithwyr i wneud y defnydd gorau o'r TGCh sydd ar gael.
5. Sicrhau bod cynlluniau wrth gefn yn eu lle yn achos methiant technoleg.
6. Sicrhau bod systemau casglu data sy'n darparu gwybodaeth i randdeiliaid yn cael eu symleiddio er mwyn sicrhau bod y data a gyflenwir mor effeithlon â phosibl.
7. Sicrhau bod y wefan yn cael ei datblygu a'i chynnal i hyrwyddo'r ysgol a'i chyfleusterau i gynulleidfa eang.
8. Trwy Gytundeb Lefel Gwasanaeth yr Awdurdod Lleol datblygu a chyflwyno strategaeth TGCh i gwrdd ag anghenion gweinyddol a dysgu'r ysgol a'r disgyblion.
9. Sicrhau gwerth am arian y strategaeth TGCh.

Rheoli Adnoddau Dynol

1. Rheoli'r broses recriwtio ar gyfer yr ysgol.
2. Bod yn rhan o'r panel cyfweld ynghyd ag aelodau'r Corff Llywodraethol ar gyfer staff cymorth.
3. Sicrhau bod trefniadau priodol yn eu lle i sicrhau anwytho staff newydd yn effeithiol.
4. Rheoli'r gwasanaethau cyflogres ar gyfer holl staff yr ysgol.
5. Sicrhau bod absenoldebau staff yn cael eu cofnodi'n gywir i'r system gyflogres.
6. Arwain wrth fynd i'r afael â materion presenoldeb staff gan gynnwys darparu arweiniad i'r Uwch Dîm Arweinyddiaeth i sicrhau bod y Polisi Rheoli Presenoldeb yn cael ei weithredu'n gyson ar draws y staff gan gynnwys ymweliadau lles a chyfeiriadau iechyd galwedigaethol.
7. Cymryd rôl arweiniol yn lles a lles yr holl staff.
8. Sicrhau bod polisi cydraddoldeb yr ysgol yn cael ei gyfleu'n glir i holl staff yr ysgol.
9. Sicrhau bod yr holl bolisiau a gweithdrefnau cyflogaeth (h.y. recriwtio, gwerthuso, datblygu staff, cwynion, disgyblu a diswyddo) yn cydymffurfio â gofynion cyfreithiol a rheoliadol.
10. Goruchwylio anghenion datblygiad proffesiynol parhaus yr holl staff cymorth gan sicrhau bod eu hanghenion yn cael eu blaenoriaethu a'u diwallu yn unol ag amcanion yr ysgol. Darparu arweiniad hefyd i'r Uwch Dîm Arwain ar y cyllid sydd ar gael a'i ddyraniad ar gyfer DPP staff i sicrhau bod telerau ac amodau grant yn cael eu dilyn.
11. Rheoli rheoli perfformiad, gwerthuso a datblygu ar gyfer yr holl staff cymorth.
12. Sicrhau bod gan holl staff yr ysgol y cymwysterau dilys gofynnol e.e. Amddiffyn Plant, Cymorth Cyntaf, Hylandid Bwyd ac ati. Trefnu hyfforddiant yn ôl yr angen.
13. Monitro'r gofynion cyfreithiol, rheoleiddiol, moesegol a chymdeithasol perthnasol a'u heffaith ar eich ysgol a'ch staff.
14. Sicrhau bod gan bobl ddealltwriaeth glir o'r polisiau a'r gweithdrefnau a phwysigrwydd eu rhoi ar waith.
15. Monitro'r ffordd y gweithredir polisiau a gweithdrefnau a darparu cyngor ac arweiniad lle bo angen.
16. Gwerthuso amcanion strategol yr ysgol a chael gwybodaeth ar gyfer cynllunio'r gweithlu.
17. Nodi'r mathau o sgiliau, gwybodaeth, dealltwriaeth a phrofiad sydd eu hangen i ymgymryd â gweithgareddau presennol ac arfaethedig.
18. Sicrhau bod gan staff asiantaeth a ddefnyddir gan yr ysgol gymwysterau priodol a'u bod wedi mynd trwy'r gwiriadau cyn cyflogaeth perthnasol gan y cwmni asiantaeth.
19. Ceisio a defnyddio arbenigedd arbenigol mewn perthynas â materion AD pan fo angen.

Rheoli Cyfleusterau ac Eiddo

1. Rheoli'r Rheolwr Safle i sicrhau bod y swyddogaeth ystadau yn cael ei rheoli'n effeithiol ac yn unol ag anghenion gweithredol yr ysgol ac unrhyw ofynion rheoliadol gan gynnwys:
 - Cynnal a chadw a datblygu'r safle a'r adeiladau i ddiwallu anghenion defnyddwyr a sicrhau bod amgylchedd diogel.
 - Cynnal safonau uchel o ddiogelwch y safle a'r cynnwys.
 - Mae trefniadau ar waith ar gyfer cynnal a chadw, gwasanaethu, profi ac archwilio offer a gosodiadau'r safle.
 - Mae trefniadau ar waith i ymdrin ag atgyweiriadau brys neu alwadau allan.
 - Mae trefniadau mewn lle i'r safle barhau'n weithredol yn ystod tywydd garw.
2. Yn gyfrifol am sicrhau bod gwaith y rheolwr safle a chontractwyr yn bodloni gofynion iechyd a diogelwch a rheoliadau eraill, gan sicrhau amgylchedd diogel i randdeiliaid yr ysgol.
3. Sicrhau systemau priodol ar gyfer telathrebu, porthor, golchdy (gwisgoedd arlwygo a chitiau chwaraeon) a chael gwared ar wastraff.
4. Cynnal trwyddedau yn ôl yr angen e.e. PPL, PRS, ICO Diogelu Data
5. Cynrychioli'r ysgol ym mhob cyfarfod sy'n berthnasol i gyfleusterau a rheolaeth eiddo'r ysgol, gan sicrhau bod barn yr ysgol yn cael ei hystyried.
6. Datblygu a hyrwyddo mesurau effeithlonrwydd ynni ac amgylchedd eco-ysgolion.
7. Yn gyfrifol am wneud y penderfyniad i roi gwasanaethau ysgol ar gontract allanol.
8. Yn gyfrifol am baratoi manylebau a phrosesau tendro ar gyfer gwasanaethau ysgol allanol.
9. Monitro, asesu ac adolygu rhwymedigaethau cytundebol ar gyfer gwasanaethau ysgol allanol e.e. Contract glanhau a chontract Cynnal a Chadw Tiroedd.
10. Sicrhau argaeledd parhaus cyfleustodau, gwasanaethau safle ac offer.
11. Rheoli cynnal a chadw safle'r ysgol gan gynnwys prynu ac atgyweirio'r holl ddodrefn a gosodiadau yn unol â chanllawiau a rheoliadau ariannol.

12. Rheoli datblygiad adeiladau a safleoedd. Cynhyrchu cynlluniau datblygu yn ôl yr angen i'w cyflwyno i'r Corff Llywodraethol.
13. Sicrhau bod prosesau cynllunio ac adeiladu perthnasol yn cael eu goruchwyllo yn unol â rhwymedigaethau cytundebol.
14. Rheoli a monitro gwasanaethau ategol e.e. arlwy, glanhau ac ati, i sicrhau gwasanaeth effeithlon ac effeithiol ac i sicrhau hylendid a glanweithdra o fewn yr ysgol.
15. Sicrhau bod y polisi lechyd a Diogelwch yn cael ei weithredu bob amser a'i fod yn cael ei adolygu a'i asesu'n rheolaidd neu wrth i sefyllfaoedd newid.
16. Hyrwyddo a datblygu defnydd cymunedol o'r safle. Sefydlu, monitro a datblygu gweithdrefnau ar gyfer mynediad cymunedol heb gael effaith negyddol ar weithrediad dydd i ddydd yr ysgol. Sicrhau bod defnydd cymunedol o'r safle yn unol â gofynion iechyd a diogelwch a rheoliadau eraill gan gynnwys cydlynu gweithdrefnau asesu risg.
17. Yn gyfrifol am benderfyniadau ar archebion cymunedol.
18. Sicrhau bod gan yr ysgol yswiriant digonol bob amser i gynnwys atebolrwydd cyflogwr, yswiriant adeilad ac offer, damwain bersonol, yswiriant teithio ac yswiriant perthnasol arall. Trafod yswiriant gydag Adran Yswiriant yr Awdurdod Lleol i bennu yswiriant priodol ar gyfer yr ysgol, gwneud penderfyniadau ar yr yswiriant a gweithredu a rheoli cynlluniau o'r fath yn unol â hynny.

Iechyd a Diogelwch

1. Gweithredu fel Cydlynnydd Iechyd a Diogelwch yr ysgol drwy reoli'r systemau asesu lechyd a Diogelwch a Risg yn strategol.
2. Sicrhau bod gan yr ysgol Bolisi Iechyd a Diogelwch ysgrifenedig.
3. Sicrhau bod gan yr ysgol Bolisi Diogelwch Safle ysgrifenedig.
4. Sicrhau bod Polisi Iechyd a Diogelwch ysgrifenedig a datganiad Polisi Diogelwch Safle'r ysgol yn cael eu cyfathrebu'n glir a'u bod ar gael i bawb.
5. Sicrhau bod yr holl staff yn ymwybodol o'u cyfrifoldebau o ran sicrhau bod y polisi iechyd a diogelwch yn cael ei ddilyn.
6. Cydweithio gyda'r pennaeth adran i roi cyngor ac arweiniad i sicrhau bod eu hadran yn cydymffurfio â'r Polisi Iechyd a Diogelwch a rheoliadau eraill.
7. Sicrhau bod y Polisi Iechyd a Diogelwch a'r Polisi Diogelwch Safle yn cael eu gweithredu bob amser, eu rhoi ar waith a'u hadolygu a'u hasesu'n rheolaidd neu wrth i sefyllfaoedd newid.
8. Gweithredu fel Swyddog Tân yr ysgol.
9. Rheoli a chydlynu gweithdrefnau gwacáu mewn argyfwng gan gynnwys:
 - Cynllunio a chychwyn driliau tân
 - Recriwtio, hyfforddi a lleoli marsialiaid tân
 - Hyfforddiant gwacáu mewn tân i'r holl staff
 - Trefniadau ar gyfer gwirio llwybrau tân, larymau ac offer gan gynnwys gwasanaethu yn ôl yr angen
 - Cadw cofnodion o ymarferion tân a phrofion larwm
 - Sicrhau y cynhelir asesiad risg tân ar gyfer yr ysgol yn rheolaidd
 - Diweddarau, adolygu a datblygu'r Cynllun Trychineb
 - Sicrhau bod staff, defnyddwyr eraill y safle ac asiantaethau eraill yn cael eu cynghori'n briodol
10. Sicrhau bod asesiadau risg cyffredinol yn cael eu cynnal ar gyfer gweithgareddau sy'n digwydd yn aml yn yr ysgol (e.e. gemau chwaraeon wythnosol, rheolwr safle yn symud tablau arholiad) a sicrhau bod asesiadau risg penodol yn cael eu cynnal ar gyfer tasgau mwy penodol (e.e. arbrawf gwyddoniaeth).
11. Sicrhau bod yr Archwiliad Iechyd a Diogelwch yn cael ei gwblhau'n flynyddol ac adrodd ar y canfyddiadau i'r Pennaeth a'r Corff Llywodraethol.
12. Sicrhau bod systemau yn eu lle i alluogi adnabod peryglon a'r angen am asesiadau risg.
13. Sicrhau bod systemau yn eu lle ar gyfer monitro, mesur ac adrodd yn effeithiol ar faterion iechyd a diogelwch i'r Uwch Dîm Arwain, Llywodraethwyr a, lle bo'n briodol, yr Awdurdod Gweithredol Iechyd a Diogelwch.
14. Sicrhau bod yr holl waith gweinyddol yn ei le ar gyfer adrodd am ddamweiniau a damweiniau a fu bron â digwydd.
15. Sicrhau bod gweithdrefnau ymchwilio trylwyr mewn grym yn ymwneud â digwyddiadau neu ddamweiniau neu ddamweiniau a fu bron â digwydd.
16. Sicrhau bod lefelau digonol o staff Cymorth Cyntaf cymwys ar gael yn ôl yr angen.
17. Goruchwyllo'r Rheolwr Arlwy i sicrhau bod manau arlwy yn bodloni'r gofynion o ran hylendid a diogelwch bwyd.
18. Sicrhau lefelau staffio digonol ar gyfer Clwb Brecwast.
19. Gweithredu fel Cydlynnydd Ymweliadau Addysgol Ysgolion. Cynghori staff ar deithiau ysgol priodol ac amhriodol a rhoi hyfforddiant iddynt ar sut i asesu risg y teithiau. Yn gyfrifol am wirio'r asesiadau risg ar

gyfer pob taith ysgol ac awdurdodi/ gwneud penderfyniad uniongyrchol i ganiatáu i'r ymweliad fynd yn ei flaen os rhagwelir y bydd yr ymweliad yn ddiogel i'r disgyblion. Byddai'r penderfyniad yn cael effaith fawr ar ddiogelwch y disgyblion a'r staff.

20. Sicrhau'r lefel uchaf o ddiogelwch sy'n gyson ag ethos yr ysgol.

21. Goruchwylio Mae rhwymedigaethau statudol yn cael eu bodloni ar gyfer disgyblion ag anghenion addysgol arbennig, gan sicrhau bod gwasanaethau ariannol a gwasanaethau asiantaethau ategol yn ddigonol ar gyfer eu hanghenion amrywiol.

Manyleb Person

<p>Y cymwysterau Academaidd/proffesiynol/Technegol/galwedigaethol (gan gynnwys Lefel cymhwyster) sydd eu hangen ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Gradd Berthnasol neu gymhwyster cyfatebol • Cymhwyster mewn Rheolaeth Busnes Ysgol e.e. ADMSM, DSBM, CSBM neu ymrwymiad i weithio tuag ato. • Cymhwyster mewn Iechyd a Diogelwch e.e. IOSH neu ymrwymiad i weithio tuag ato. • Cymhwyster mewn Adnoddau Dynol neu ymrwymiad i weithio tuag ato. • Cymhwyster mewn Cyllid neu ymrwymiad i weithio tuag ato. 			
<p>Lefel sgiliau ieithyddol sydd ei angen ar gyfer y swydd</p> <p>(Cyfeiriwch at y canllawiau ar ceri net)</p>	<p>Gweler tabl isod</p>			
	<p>Gwrando/Siarad</p>	<p>Darllen</p>	<p>Ysgrifennu</p>	
<p>Saesneg (Lefelau Fframwaith ALTE)</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>Hanfodol</p>
<p>Cymraeg (Lefelau Fframwaith ALTE)</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>Hanfodol</p>
<p>Gwybodaeth a sgiliau hanfodol sydd eu hangen ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Gwybodaeth a dealltwriaeth o weithgareddau cynllunio strategol a datblygu bidiau/cynlluniau busnes. • Gwybodaeth, dealltwriaeth a dehongliad o ddata ystadegol. • Gwybodaeth, dealltwriaeth a phrofiad ymarferol o reoli systemau ariannol gan gynnwys rheoli cyllidebau a llif arian, a rheoliadau ariannol. • Gwybodaeth a dealltwriaeth o weithdrefnau, polisïau a deddfwriaeth AD (e.e. cyflogaeth, cyfle cyfartal, rheoli perfformiad ac ati) • Gwybodaeth a dealltwriaeth o reoli systemau / cyfrifoldebau / deddfwriaeth Iechyd a Diogelwch. • Gwybodaeth a dealltwriaeth o reoli cyfleusterau. • Gwybodaeth a dealltwriaeth o systemau Technoleg • Gwybodaeth. • Y gallu i gynnig arweiniad deinamig ac effeithiol ar draws tîm amlddisgyblaethol. • Y gallu i gynllunio a threfnu ar lefel dactegol a strategol. • Y gallu i gyflawni pob tasg gyda chywirdeb a lefel uchel o sylw i fanylion. Arddangos agwedd hynod greadigol at waith, yn gallu datrys problemau cymhleth yn annibynnol. • Sgiliau cyd-drafod a pherswadio cryf gyda'r gallu i ymdrin ag achosion cynyddol yn dringar ac yn effeithlon. • Y gallu i ymgynghori a gwneud penderfyniadau effeithiol yn annibynnol. • Gallu cychwyn a rheoli newid. • Sgiliau trefnu, cynllunio a dadansoddi rhagorol. • Gallu dangos lefel uchel o sgiliau cyfathrebu ar lafar ac yn ysgrifenedig. • Y gallu i gyfnewid gwybodaeth hynod gymhleth yn glir ac yn sensitif. 			

	<ul style="list-style-type: none"> • Gallu datganoli cyfrifoldebau, dirprwyo tasgau a monitro canlyniadau. • Y gallu i drefnu eich llwyth gwaith eich hun a llwyth gwaith eraill i gwrdd â therfynau amser sy'n gwrthdaro. • Gallu gweithio dan bwysau a pheidio â chynhyrfu. • Hyblyg a hawdd mynd atynt. • Meddu ar sgiliau rhyngersonol cryf yn gweithio gydag unigolion neu o fewn tîm. • Cymhelliant cryf • Meddyliwr deinamig a chreadigol gydag atebion gwreiddiol i broblemau heriol. • Gwydn, brwdfrydig a dibynadwy. • Sgiliau rhifedd, llythrennedd a chyflwyno rhagorol. • Sgiliau TGCh hynod gymwys gan gynnwys gwybodaeth ymarferol lawn o Microsoft Suite o raglenni (gan gynnwys Excel, Word a Power Point) a'r defnydd o e-bost/rhyngwyd. • Y gallu i berthnasu'n dda â phlant ac oedolion • Tystiolaeth o'ch datblygiad proffesiynol eich hun yn ystod y 3 blynedd diwethaf • Agwedd hyblyg at oriau gwaith ac yn barod i fynyachu cyfarfodydd / digwyddiadau / hyfforddiant gyda'r nos.
<p>Profiad sydd ei angen ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Profiad o reolaeth ariannol berthnasol mewn sefydliad. • Profiad o weithio mewn tîm arwain a dylanwadu ar lefel strategol. • Profiad o gynllunio a chychwyn newid yn llwyddiannus. • Profiad o farchnata a chynhyrchu referniw. • Profiad o reoli timau staff, gan gynnwys eu datblygiad proffesiynol a rheoli perfformiad. • Profiad o recriwtio a dewis personél.
<p>Hyfforddiant/addysg sydd ei angen ar gyfer y swydd/gweithio tuag ato</p>	<ul style="list-style-type: none"> • Ymrwymiad i ddatblygiad proffesiynol parhaus.
<p>Dymunol Profiad a Sgiliau sydd eu hangen ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Profiad o weithio mewn amgylchedd addysgol • Gwybodaeth a dealltwriaeth o faterion addysgol cyfredol gan gynnwys 'gwerth gorau' ac agendâu Gwella Ysgolion. • Gwybodaeth am drefniadau Cyllid, AD, Cyfleusterau ac Iechyd a Diogelwch penodol ar gyfer ysgolion. • Profiad o ddefnyddio systemau yn yr ysgol gan gynnwys: SIMS, Parentmail, Teacher Centre, Ceri

Job Description

Post Title: School Business Manager

Reporting to: Head Teacher

Job Purpose

- To be a member of the Senior Leadership Team and to assist the Head Teacher in his duty to ensure that the school meets its educational aims.
- To provide strategic leadership and management of all school support functions including; Financial Resource Management, Administration Management, Management Information and ICT, Human Resource Management, Facility & Property Management, Health & Safety Management, Catering Management and Cleaning Management.
- To confidently and competently provide advice and guidance to the Head Teacher and Governors on the strategic financial planning and other aspects of business management.
- To be responsible for ensuring that the business management function operates in accordance with statutory regulations and that high levels of customer service are provided.
- To be responsible for creating, reviewing and developing policies and procedures within the business management functions of the school.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

Key Result Areas

- Contribute to the development of the School Development Plan and the School Self Evaluation Process ensuring school finances/resources are directed to support both.
- Ensure the school provides value for money in the service it provides by interrogating all aspects of finance/resource management making recommendations to the Senior Leadership Team and Governors to secure it at every opportunity.
- Ensure the smooth operation of all business/support functions of the school exploiting avenues to develop these functions at every opportunity.
- Ensure all policies, practices and procedures within the post holder remit are implemented in the school and developed as required.
- Act as a role model to all staff and pupils, provide leadership to school support staff empowering/inspiring them to maximise their potential whilst ensuring they are focussed on the school's aims and objectives.

Detailed Duties

Leadership & Strategy

1. Member of the Senior Leadership Team.
2. Attend and contribute to daily Senior Leadership Team meetings, termly full Governing Body meeting and appropriate Governors' sub-committee meetings, taking lead on issues relevant to the remit of the post.
3. Contribute to strategic planning, decision making and development within the school's Senior Leadership Team by negotiating and influencing strategic decisions ensuring school policies are adhered to and resources are allocated in line with school priorities and legal requirements.
4. Plan, lead and manage change in accordance with the school development/strategic plan ensuring the business function of the school fully supports the educational aims.
5. In the absence of the Head Teacher, take delegated responsibility for Financial, HR, Facilities, Health & Safety, and other decisions as required.

6. To lead and line manage all school support staff ensuring the full potential of all posts are maximised. To act as a conduit between the support staff and the Senior Leadership Team.
7. To review and develop the administrative support structure to meet the current and future needs of the school.
8. Attend meetings/conferences as required to keep up to date with local/national issues providing feedback and recommendations to the Senior Leadership Team/Governors.
9. To strive for 'best value' in all aspects of the school's business function.
10. To act as a role model to all within school, both adults and pupils.

Financial Resource Management

1. Responsible for School's financial modelling and planning in line with agreed School Development Plans. Evaluate information and consult with the Senior Leadership Team and Governors to assist in preparing a balanced budget for the school.
2. Submit the proposed budget to the Head Teacher and Governors for approval. Discuss, negotiate and agree the final budget.
3. Use the agreed budget to actively monitor and control performance to achieve value for money.
4. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
5. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
6. Develop robust management information systems to provide clear and regular financial reports for the Head Teacher, Governing Body and Resources Committees.
7. Provide support, guidance and advice to the Head of Departments ensuring efficient management of their resources and their departmental budget allocation.
8. Responsible for preparing and maintaining a long-term financial plan for the school by considering School Development Plan priorities, staffing requirements and future projections of pupil numbers. Therefore, forecasting future year budgets.
9. Advise the Senior Leadership Team and Governors on the development of a business plan and budget, including the long-term financial strategy.
10. Ensure financial policies and practices (including all aspects of financial planning and management, income generation, audit and control) are constantly reviewed and implemented to make best use of the school's financial resources.
11. Create, develop and implement systems and procedures to ensure clear lines of financial accountability, provide appropriate checks and balances and which minimise the risk of fraud/ misuse of funds.
12. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
13. Ensure that procurement arrangements represent best value and meet relevant tendering procedures.
14. Identify systems or approaches which can be more cost effective or efficient and implement, e.g. electronic communication with parents instead of letters being posted.
15. Overseeing the preparation of parent invoices and working with the Finance Assistant to ensure collection of all fees.
16. Day to day liaison with Finance Assistant to ensure financial procedures are run most effectively and deadlines are met.
17. Preparation of year end accounts including securing appropriate arrangements for audit.
18. To liaise and provide all information required by the internal auditors and implement any recommendations.
19. Identify additional finance required to fund the School's proposed activities and seek new methods of income generation.
20. Actively promote the marketing of the School and its resources to maximise income generation through securing of external funding and sponsorship.
21. Seek opportunities to optimise lettings income.
22. Select types of investments, which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
23. Manage grants allocated to the school ensuring appropriate planning in line with grant guidance as well as ensuring grant monies are claimed and received into school within the required timeframes (including but not limited to PDG, EIG, EYEIG, British Council).
24. Present timely and fully costed proposals, recommendations or bids.

25. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules including ensuring agreements meet legal requirements and best value guidance.
26. Monitor the effectiveness and implementation of agreements, taking prompt action if providers deviate from the agreed terms to ensure the school expectations are retained.
27. Manage school scholarships by ensuring terms and conditions are followed when awarding each scholarship.
28. Meet regularly with Catering Manager to ensure menu offered is healthy, varied and within budget. Make direct decisions for changes and ensure any relevant feedback is acted upon.
29. Prepare and submit insurance claims as necessary.
30. Ensure proper accounting records are kept and control exercised over accounting arrangements.
31. Ensure an asset register is maintained.
32. To be responsible for the management of the School Private Fund ensuring its efficient operation according to agreed procedures, and to maintain those procedures, and by submitting an annual Audit certificate to the LEA.
33. Seek and make use of specialist financial expertise as required.

Administration Management

1. Manage the whole school administrative function and lead all support staff.
2. Review, develop and implement effective methods to improve administrative systems that will support the strategic aims and day-to-day operation of the school.
3. Manage systems and link processes that interact throughout the school in order to unite and harmonize the systems.
4. Define responsibilities to administration staff to ensure delivery of timely administrative services and functions to school staff and other stakeholders.
5. Ensure efficient and effective deployment of staff/resources and the delivery of quality of customer service.
6. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
8. Benchmark systems and information to assess trends and make appropriate recommendations.
9. Prepare information for publications and returns for the WG, LA and other agencies and stakeholders within statutory guidelines.
10. To act as Clerk to Governing Body.

Management Information Systems & ICT

1. Consider approaches for existing use and future plans to introduce or discard technology (for example; CCTV, Parentmail, NRS Cashless Catering System, SIMS) in the school.
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
3. Establish systems to monitor and report on the performance of technology within the school.
4. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT.
5. Ensure contingency plans are in place in the case of technology failure.
6. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
7. Ensure the website is developed and maintained to promote the school and its facilities to a wide-ranging audience.
8. Through the Local Authority Service Level Agreement develop and deliver an ICT strategy to meet the administrative and learning needs of both the school and the pupils.
9. Ensure value for money of ICT strategy.

Human Resource Management

1. Manage the recruitment process for the school.
2. Be a part of the interviewing panel together with members of the Governing Body for support staff.
3. Ensure appropriate arrangements are in place to ensure effective induction of new staff.
4. Manage the payroll services for all school staff.
5. Ensure staff absences are recorded accurately to the payroll system.
6. Take the lead in addressing staff attendance issues including providing guidance to the Senior Leadership Team to ensure the Managing Attendance Policy is implemented consistently across the staff including welfare visits and occupational health referrals.
7. Take a lead role in the wellbeing and welfare of all staff.
8. Ensure the school's equality policy is clearly communicated to all staff in school.
9. Ensure that all employment (i.e. recruitment, appraisal, staff development, grievance, disciplinary and redundancy) policies and procedures comply with legal and regulatory requirements.
10. Oversee the continuous professional development needs of all support staff ensuring their needs are prioritised and met in line with the schools aims. Also provide guidance to the Senior Leadership Team on available funding and its allocation for staff CPD to ensure grant terms and conditions are followed.
11. Manage performance management, appraisal and development for all support staff.
12. Ensure all school staff have the required valid qualifications e.g. Child Protection, First Aid, Food Hygiene etc. Organise training as necessary.
13. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
14. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
15. Monitor the way policies and procedures are actioned and provide advice and guidance where necessary.
16. Evaluate the school's strategic objectives and obtain information for workforce planning.
17. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
18. Ensure agency staff used by the school are appropriately qualified and have gone through the relevant pre employment checks by the agency company.
19. Seek and make use of specialist expertise in relation to HR issues when required.

Facility & Property Management

1. Manage the Site Manager to ensure that the estates function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements including:
 - The maintenance and development of the site and buildings to meet the needs of users and ensure there is a safe environment.
 - Maintaining high standards of security of the site and contents.
 - Arrangements are in place for the maintenance, servicing, testing and inspection of site equipment and fixtures.
 - Arrangements are in place to deal with emergency repairs or call-outs.
 - Arrangements are in place for the site to remain operational during inclement weather.
2. Responsible for ensuring the work of the site manager and contractors meets the requirements of health and safety and other regulations, thus ensuring a safe environment for school stakeholders.
3. Ensure appropriate systems for telecommunications, portorage, laundry (catering uniforms and sports kits) and waste disposal.
4. Maintaining licences as necessary e.g. PPL, PRS, ICO Data Protection
5. Represent the school at all meetings which are relevant to the facility and property management of the school, ensuring that the school's views are considered.
6. Developing and promoting energy efficiency measures and an eco-school environment.
7. Responsible for making the decision to outsource school services.
8. Responsible for preparation of specification and tendering processes for outsourced school services.
9. Monitor, assess and review contractual obligations for outsourced school services e.g. Cleaning contract and Grounds Maintenance contract.
10. Ensure the continuing availability of utilities, site services and equipment.

11. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings in accordance with financial guidelines and regulations.
12. Manage building and site development. Produce development plans as necessary for submission to Governing Body.
13. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
14. Manage and monitor ancillary services e.g. catering, cleaning etc., to ensure efficient and effective service and to ensure hygiene and cleanliness within the school.
15. Ensure the Health and Safety policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change.
16. Promote and develop the community use of the site. Establish, monitor and develop procedures for community access without negatively impacting on the day to day operation of the school. Ensure that community use of the site is in accordance with health and safety and other regulatory requirements including coordination of risk assessment procedures.
17. Responsible for decisions on community bookings.
18. Ensure school has adequate insurance cover at all times to include employer's liability, building and equipment cover, personal accident, travel insurance and other relevant cover. Discuss insurances with Local Authority Insurance Department to determine appropriate insurances for the school, make decisions on the insurance and implement and manage such schemes accordingly.

Health & Safety

1. Act as the school's Health & Safety Co-ordinator by strategically managing the Health and Safety and Risk assessment systems.
2. Ensure school has a written Health and Safety Policy.
3. Ensure school has a written Site Safety Policy.
4. Ensure the school's written Health and Safety Policy and Site Safety Policy statement is clearly communicated and available to all people.
5. Ensure all staff are aware of their responsibilities of ensuring the health and safety policy is followed.
6. Collaborate with head of departments to provide advice and guidance to ensure that their department complies with the Health and Safety Policy and other regulations.
7. Ensure the Health and Safety Policy and Site Safety Policy are implemented at all times, put into practice and subject to review and assessment at regular intervals or as situations change.
8. Act as the school's Fire Officer.
9. Control and co-ordinate emergency evacuation procedures including:
 - Planning and instigating fire drills
 - Recruitment, training and deployment of fire marshals
 - Fire evacuation training for all staff
 - Arrangements for checking of fire routes, alarms and equipment including servicing as necessary
 - Maintain records of fire drills and alarm tests
 - Ensure fire risk assessment for the school is carried out at regular intervals
 - Update, review and develop the Disaster Plan
 - Ensure that staff, other site users and other agencies are advised appropriately
10. Ensure general risk assessments are carried out for activities that occur frequently at the school (e.g. weekly sports games, site manager moving exam tables) and ensure specific risk assessments are carried out for more specific tasks (e.g. science experiment).
11. Ensure that the Health and Safety Audit is completed annually and report findings to Head Teacher and Governing Body.
12. Ensure systems are in place to enable the identification of hazards and need for risk assessments.
13. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
14. Ensure all administration is in place for reporting of accidents and near misses.
15. Ensure thorough investigation procedures are in force relating to incidents or accidents or near misses.
16. Ensure adequate levels of qualified First Aid staff are available as necessary.
17. Oversee Catering Manager to ensure that catering areas meet the requirements for hygiene and food safety.
18. Ensure adequate staffing levels for Breakfast Club.

19. Act as the School Educational Visits Co-ordinator. Advising staff on appropriate and inappropriate school trips and providing them with training on how to risk assess the trips. Responsible for checking the risk assessments for all school trips and authorizing/ making direct decision to allow the visit to proceed if visit is foreseen to be safe for the pupils. The decision would have a major impact on the safety of the pupils and staff.
20. Ensure the maximum level of security consistent with the ethos of the school.
21. Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

Person Specification

<p>The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post</p>	<ul style="list-style-type: none"> • Relevant Degree or equivalent qualification • Qualification in School Business Management e.g. ADMSM, DSBM, CSBM or commitment to work towards. • Qualification in Health and Safety e.g. IOSH or commitment to work towards. • Qualification in Human Resources or commitment to work towards. • Qualification in Finance or commitment to work towards. 			
<p>Linguistic skills level required for the post</p> <p>(Please refer to guidance on ceri net)</p>	<p>See table below.</p>			
	<p>Listening/ Speaking</p>	<p>Reading</p>	<p>Writing</p>	
<p>English (ALTE Framework Levels)</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>Essential</p>
<p>Welsh (ALTE Framework Levels)</p>	<p>5</p>	<p>5</p>	<p>5</p>	<p>Essential</p>
<p>Essential knowledge and skills required for the post</p>	<ul style="list-style-type: none"> • Knowledge and understanding of strategic planning activities and the development of bids/business plans. • Knowledge, understanding and interpretation of statistical data. • Knowledge, understanding and practical experience of managing financial systems including budget and cash flow management, and financial regulations. • Knowledge and understanding of HR procedures, policies and legislation (e.g. employment, equal opportunities, performance management etc.) • Knowledge and understanding of managing Health and Safety systems/ responsibilities / legislation. • Knowledge and understanding of facilities management. • Knowledge and understanding of Information Technology systems. • Ability to offer dynamic and effective leadership across a multidisciplinary team. • Ability to plan and organise at both the tactical and strategic level. • Ability to undertake all tasks with accuracy and with a high level of attention to detail. • Demonstrate a highly creative approach to work, able to resolve complex problems independently. • Strong negotiating and persuasion skills with the ability to handle the escalation of cases tactfully and efficiently. • Ability to consult and make effective decisions independently. • Able to initiate and manage change. • Excellent organisation, planning and analytical skills. • Able to demonstrate a high level of communication skills orally and in writing. 			

	<ul style="list-style-type: none"> • Ability to exchange highly complex information clearly and sensitively. • Able to devolve responsibilities, delegate tasks and monitor outcomes. • Ability to organize own workload and that of others to meet conflicting deadlines. • Able to work under pressure and keep calm. • Flexible and approachable. • Has strong interpersonal skills working with individuals or within a team. • Strong motivator • Dynamic and creative thinker with original solutions to challenging problems. • Resilient, enthusiastic and reliable. • Excellent numeracy, literacy and presentation skills. • Highly competent ICT skills including full working knowledge of Microsoft Suite of programmes (including Excel, Word and Power Point) and use of email/ internet. • Ability to relate well with children and adults • Evidence of own professional development in last 3 years • Flexible attitude to work hours and willing to attend evening meetings/ events/ training.
<p>Experience required for the post</p>	<ul style="list-style-type: none"> • Experience of relevant financial management in an organisation. • Experience of working in a leadership team and influencing at a strategic level. • Experience of successfully planning and initiating change. • Experience in marketing and revenue generation. • Experience in managing staff teams, including their professional development and performance management. • Experience in recruiting and selecting personnel.
<p>Training/education required to be undertaken for the post/worked towards</p>	<ul style="list-style-type: none"> • Commitment to ongoing professional development.
<p>Desirable Experience and Skills required for the post</p>	<ul style="list-style-type: none"> • Experience of working within an educational environment • Knowledge and understanding of current educational issues including 'best value' and School Improvement agendas. • Knowledge of Finance, HR, Facilities and Health and Safety arrangement specific for schools. • Experience of using school-based systems including: SIMS, Parentmail, Teacher Centre, Ceri