

**JOB DESCRIPTION**

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| **Job Title:**  | Business Manager |
| **Reports to:**  | Headteacher |
| **Section:**  | Dorothy Stringer School |
| **Salary/Scale:**  | Scale M7 - (pt 51 – 55) £46,552 - £51.043 |

**Purpose of the Job**

The overriding purpose of this role is to ensure, on a strategic level, that the school is able to move forward and develop in a financially secure way, this falls into the following areas:

1. To be a full member of the Senior Leadership Team.
2. To provide leadership, guidance, advice and management information on all finance, HR, facilities and commercial activity resource matters to Governors, the Headteacher, Senior Leadership team and other managers.
3. To lead on all finance matters and resources, including some support staff, capital refurbishment, facilities and services. Report to Business Governors and the Full Governing Body termly.
4. To lead on all HR matters and resources, including some support staff, recruitment, on-boarding, sickness and absence, performance management and championing policies as and when adopted by the school.
5. To generate income and to provide strategic financial advice to staff who apply for specific grants.
6. To take a lead role in the management of the PFI contract; premises, development and project management including new installations. Manage all site staff; caretakers; cleaners and ground staff.
7. Manage and provide financial advice and guidance for the schools voluntary funds.

**Finance**

1. To formulate and implement strategic plans for financial and business development in line with the School Development Plan. This includes managing and setting the annual budget, reviewing financial performance through to year end, and preparing and presenting reports and proposals to the Governing Body, Business Governors, Headteacher and Senior Leadership Team.
2. To research, generate and sustain income through entrepreneurial activity (for example the letting of school facilities including the ATP to outside organisations) in such a way that the school can continue to develop as an innovative and creative organisation ensuring that the ethos of the school and best value principles are adopted.
3. To identify, apply for and act as point of contact with central and other agencies with regard to grant applications and additional funding in order to ensure available funding is secured.
4. To ensure that the appropriate financial reports are prepared for governors, the local authority, the DfES and other outside bodies as required making sure that statutory obligations are met.
5. To provide detailed end of year management accounts [liaising with auditors] for the Governors and Head Teacher, ensuring compliance with, and advising on the council’s financial management standard in schools and other appropriate Financial Regulations.
6. To manage and develop the schools voluntary accounts, ensuring efficient operation and best value, and finally to prepare and present the accounts for Audit by outside auditors.

**Human Resources**

1. To line manage the HR Manager, ensuring continuous development and consistent application of best practice approaches to recruitment, on-boarding, appraisal, development and performance management.
2. To work closely with the HR Manager, take responsibility for the financial aspects of recruitment; the single record and recruitment checks.
3. To provide guidance and direct line management [appraisal] for the HR Manager, Finance Manager, Caretaking Manager, Cleaning Manager, Catering Manager and Finance staff, within the school to ensure that the best level of service is provided. Support the Caretaking Manager, Cleaning Manager and Catering Manager with line management of team.

**Facilities & Services**

1. To work with PFI provider to manage the premises. Represent the school at strategic and operational PFI meetings.
2. To lead the negotiation, management and evaluation of all aspects of the school’s contracts with external providers.
3. To work with the leadership team, governors and LA on the long term development of the buildings and grounds in a way that promotes improved learning for students, as well as the health and safety of all the site’s users.
4. To take the lead role in the planning and development of school projects and oversee the day to day organisation of school building works from the schools angle ensuring principles of best value are adhered to.
5. To apply and achieve the principles of best value in the procurement of works, services and supplies in order to continuously improve the efficient and effective use of limited resources.
6. To lead the school’s Caretaking, Cleaning and Catering services, supporting the team managers to lead their staff to deliver high quality blended-service in partnership with other internal and external suppliers where required.
7. To lead in the management of Surrenden Pool.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. The post will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, Headteacher or his representative.

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance ‘Keeping Children Safe in Education’