|  |  |  |  |
| --- | --- | --- | --- |
| **JOB DESCRIPTION** | | **Date** | 2nd July 2018 |
|  |  | | |
| **Job Title:** | Business Manager | | |
|  |  | | |
| **Reporting To:** | Headteacher and Chief Financial Officer, Europe | | |
|  |  | | |
| **School:** | Milbourne Lodge School | | |
|  |  | | |
| **Scope:** | UK | | |
|  |  | | |
| **Working hours:** | Full Time | | |
|  |  | | |
| **Checks:** | Enhanced DBS | | |

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

**Working with us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 68 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job Summary**

Operating as a key member of the Senior Leadership Team this role is primarily responsible for supporting the Head to deliver and improve the financial and commercial aspects of the school’s business agenda. This role is also responsible for the management of non-teaching staff; ensuring compliant and up-to-date contracts are in place with parents and other third parties; administration of all staff; and the development, maintenance and successful delivery of facilities incorporating overall Health & Safety management.

This role reports directly to the Head with a dotted line into the Cognita Chief Financial Officer, Europe. The role is directly responsible for managing the Finance Assistant as well as third party serviced providers including Catering and Cleaning. There is direct management of the Site team (caretakers, drivers, etc) and administration support staff.

**Key Responsibilities**

Provide commercial input to all aspects of the school both current and future. Agree the strategy with the Head and incorporate these into the tactical working plan, providing support and advice as part of the Senior Leadership Team.

**Leadership & Strategy**

* Be part of the SLT and work collaboratively with the Head and Deputy Heads.
* Contribute to the development of the school’s values and vision and communicate this clearly and enthusiastically to all staff and other stakeholders.
* Motivate, encourage and empower individuals to work innovatively and creatively to achieve and exceed targets.
* Ensure that all staff are briefed on allocated work, showing how it fits within the school’s vision and objectives.
* Monitor the progress and quality of direct and indirect reports and provide prompt and constructive feedback. Set C-SMART objectives and undertake performance management for all direct reports.

**Business Development**

* Business Development including strategic planning, new business generation, growth activities and management of organisational development.
* Business performance management including enrolment development and continual improvement in the efficiency and effectiveness of school processes and system.

**Financial & Commercial Management**

* Responsible for the line management of the Finance Assistant where applicable.
* Ensure all revenue is invoiced and all receivables recovered for both domestic and international pupils in line with UK guidelines.
* Effective reporting, forecasting and budgeting. Produce and agree schools profit and loss reporting and budgeting including pupil numbers, fees, staffing and costs. Identify and manage variances.
* Close liaison with marketing and admissions colleagues to agree appropriate reporting of pupil numbers for the school and identify opportunities for the admissions team to progress with.
* Manage month end timetable to ensure delivery of group reporting requirement.
* Control of Capex including investment appraisal and project management and management of any capital investment and repair works within the school in conjunction with the group facilities management.
* Ensure parent contracts are in place for all parents and any / all discounts are managed in accordance with policy and optimising the schools commercial outcomes.
* Responsible for ensuring all financial delivery including: Banking, Purchasing, Expenses and School trip accounts.
* Procurement and supplier management. Manage school purchasing within agreed delegated authorities and that delivery from suppliers is to agreed contractual levels.

**Human Resource Management**

Management of all staff administration including recruitment, reference checking, contracts, single central register

* Managing the probation and absence management process with the HR Business Partner.
* Human resources reporting.
* Data collection for payroll purposes.

**Facilities and Estate Management**

* Overall responsibility for Facilities, Estate and Services including Property and Asset Management, Facilities, Maintenance, IT and Services Management (catering, cleaning and transport).
* Responsible for the line management of the Site team and Office admin
* Negotiate, manage and monitor contracts, tenders and agreements, ensuring best value at all times.
* Ensure an effective rolling maintenance programme is in place.
* Oversee core services provision in the areas of catering, cleaning, security and transport.
* With the agreement of the Head, manage the letting of the school premises to outside organisations and school staff and the development of extended school activities with particular reference to the local community.
* Delivery of all governance related requirements including health and safety responsibilities and buildings management, risk assessments (with the support of Cognita group facilities).
* Manage the coordination of out of hours school services including overseeing the effectiveness of the provision and monitoring on-going requirements.

**Data Protection**

* To be responsable to the Head for the implementation of the Group Data Protection Policy in line with GDPR
* Coordinate data security across the school
* To coordinate and process, in conjunction with the group data protection advisor, and subject access requests
* To be responsable for data housekeeping and data compliance

**Person Specification**

**Education and Skills**

* Abilty to operate and think strategically.
* Excellent influencing and negotiating skills that allows for a highly effective working relationship with the Head and the Senior Leadership Team which results in both support and challenge.
* Significant gravitas and the ability to gain the respect of colleagues.
* Strong team management skills and experience including the ability to work cross functionally and in particular with Marketing & Admissions and the school teaching staff.
* Health & Safety Qualification with previous experience of working within requirements of H&S Policies and procedures.
* General management experience including strong financial , commercial and accounting skills, with experience of budget preparation and management. The preparation of basic accounts would be beneficial.
* An effective communicator with excellent interpersonal and listening skills who can motivate staff and engage with the school community and the wider public to create a credible reputation for the school.
* IT literate with experience of using financial systems and MS Office products (word, excel, etc) and preferably a school's admission and pupil management solution.
* Experience of property management, human resources, cleaning, catering & transport.
* Good time management skill, ability to multi-task and working to tight deadlines.
* Ability to work under pressue remain accurate and pay close attention to detail
* An inquistive mind with the ability to interrogate and assimílate large amounts of information making sense of data, to make appropriate conclusions.

**Principal working relationships**

**Internal**

UK Finance Team

**External**

Third party contractors

**Competencies for the Role**

**Values Based Behaviours** – The behaviours associated with our company values

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

**Remuneration**

* Competitive Salary
* Contributory Pension Scheme
* Professional development
* School fee discount
* 25 days Holiday plus Bank Holidays (pro- rata’d to part time)

**Signed: …………………………………………………………………………………………………..**

**Date:……………………….**

**Printed Name: ……………………………………………………………………………………………**