



Job description

<u>TITLE:</u>	Business & Finance Manager
<u>PURPOSE:</u>	<p>To be responsible for providing professional leadership and management of support staff, in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.</p> <p>To promote the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.</p> <p>To be responsible for financial resource management, support staff human resource management, facility and property management and Health & Safety management of the school.</p>
<u>RESPONSIBLE TO:</u>	Headteacher
<u>RESPONSIBLE FOR:</u>	All school support staff, with direct line management of Finance Officer & Site Manager
<u>LIAISES WITH:</u>	All staff, pupils, visitors and external agencies.
<u>HOURS OF WORK:</u>	37 hours per week, full year
<u>SALARY GRADE:</u>	G14

MAIN DUTIES AND RESPONSIBILITIES:

1. To be a member of the SLT and play a key role in the strategic planning of the school, including all duties and meetings undertaken by members of SLT.
2. To lead on all financial planning processes, developing and maintaining rigorous financial systems whilst ensuring all budgets are delivered to agreed timescales.
3. To provide strong leadership for designated areas, making recommendations to the Headteacher, SLT and Governors.
4. To lead on the strategic and operational planning processes in order to achieve the most effective business management of the school, including production of timely and fully costed proposals which are sustainable, e.g. through five-year budgets.
5. To advise the Headteacher, SLT and Governors on the most efficient use of the schools financial resources.
6. To ensure the effective deployment of all available resources including budgets, facilities and people and to resolve any issues.
7. To identify and inform the Headteacher, SLT and Governors of the causes of significant variance and take prompt corrective action.
8. To propose revisions in budget if necessary, in response to significant or unforeseen developments.
9. To provide leadership and guidance for all school support staff including direct line management where appropriate.
10. To develop, maintain and implement robust information and recording systems to support effective monitoring and evaluation of school functions.

11. To provide detailed and complex analysis and reports as required.
12. To plan and manage change in accordance with the school development/strategic plan.
13. To have responsibility for the school premises including advising on its adaptation and development and negotiation with contractors.
14. To lead on and develop income generating activities including bids for funding from external agencies and to develop and implement the marketing strategy for the school.
15. To chair recruitment and capability interviews, grievance and disciplinary hearings for managed staff and to participate in any appeals that may arise out of them as directed by the Headteacher.
16. To effectively and proactively implement Health and Safety legislation for school staff and visitors.
17. To evaluate, implement and monitor working methodologies applicable to relevant policies and procedures.
18. To develop initiatives and procedures to improve and maintain the support functions across the school.
19. To develop a disaster recovery strategy to include a detailed plan.
20. To monitor, assess and review contracts and tenders for outsourced school services and ensure that ancillary services, e.g. catering, cleaning etc. are monitored and managed effectively.
21. To seek professional advice on insurance and advise SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
22. To ensure that the principles of Best Value are embedded across the school.
23. To act as the school's Health & Safety Officer.
24. To plan, instigate and maintain records of fire practices and alarm tests.
25. To ensure the Health & Safety policy is implemented at all times, put into practice and subject to review and assessment at regular intervals, or as situations change.
26. To ensure that systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to SLT, Governors and, where appropriate, the Health & Safety Executive.
27. To act as the school's Data Protection Officer and ensure all records are held securely and in line with the records retention policy.
28. To co-operate with other sections and users in the provision of a corporate non-teaching support service.
29. Any other duties as commensurate with the grade and job title as directed by the Headteacher.

July 2017