

BUSINESS MANAGER (Full Time) **(Hay Grade A Salary Range from £44,294 -£47,450)**

This is both a strategic and operational role, leading the support functions within the school including: finance, personnel (support staff), premises, catering and administration (see attached organisation chart for the role).

The Business Manager is a key member of the Senior Leadership Team, which currently comprises the Headteacher, a Deputy Headteacher, five Assistant Headteachers and the Business Manager. As part of the team the post holder may also be allocated appropriate wider leadership roles within the school.

Overall Responsibilities:

- To take overall responsibility for the efficient and effective operation of the support staff structure that supports teaching and learning at the school, leading the areas of finance, personnel (support staff), premises and administration
- To line manage the finance manager, administration manager, premises manager and HR administrator, ensuring that their teams are operating effectively
- To advise the Headteacher and Governors on all disciplines related to the role

Specific Responsibilities:

Finance

- To set a secure annual budget (working with the Headteacher and Governors) that maximises the effectiveness of teaching and learning and school infrastructure, whilst ensuring long term financial sustainability.
- To produce longer term (3-5 years) budget plans to assist the Headteacher and Governors with long term planning.
- To establish and maintain systems that ensure there is:
 - clarity around delegated budget responsibility
 - regular reporting to budget holders
 - effective budget monitoring and corrective action
- To prepare and monitor significant budgets personally, in particular the annual salary budget
- To oversee the Weald School Fund and Weald Charitable Trust
- To oversee the payroll (currently outsourced to West Sussex County Council) and ensure that staff are paid correctly
- To support and advise the Senior Leadership Team and Governors on all finance-related matters.

- To act as line manager for the finance manager and in so doing ensure the following are in place:
 - Management of school finances in accordance with Local Authority (WSCC) financial regulations and any other regulations that may be in force
 - Effective and accurate accounting procedures
 - Effective monitoring of expenditure against budgets
 - Preparation of all necessary financial returns (WSCC/EFA etc)
 - “Best value” for procurement

Personnel

- To be responsible for the recruitment, induction and professional development of support staff
- To be responsible for support staff contracts
- To lead and manage support staff sickness absence, competency and disciplinary processes
- To organise the annual review of support staff performance
- To give advice to the Headteacher and appropriate line managers as well as governors on the statutory and agreed policy procedures on matters relating to sickness, maternity leave, redundancy and disciplinary matters
- To manage and give leadership to the support staff with respect to overarching issues such as conditions of service

Premises

- With the Headteacher and Governors, to formulate the long term strategic plans for the development of the site
- To lead major premises-related projects
- To act as line manager for the premises manager thereby ensuring:
 - that the site is maintained and cleaned appropriately
 - that the grounds are appropriately maintained
 - that planned minor works are implemented appropriately and to schedule
- To work with the premises manager on all aspects of health and safety within the school and be responsible for health and safety management and risk assessment/hazard identification.
- To agree the lettings policy and lettings rates in liaison with the Governing Body.
- To manage and act as first point of contact for the “dual use” agreement with Horsham District Council

Catering

- To act as line manager for the catering manager
- To oversee the catering facility with particular reference to:
 - Oversight of the quality of service provision, in line with the school’s “healthy eating” agenda
 - Setting financial expectations for the service, ensuring that the service operates at a sustainable financial level in line with targets set by the Headteacher and Governing Body
 - Production of canteen performance reports and accounts

Administration

- To act as line manager for the administration manager ensuring that the structure of the administration function meets the needs of the school, within budgetary constraints
- To be responsible for statistical returns and data which have a bearing on finance, e.g. school census and in particular sixth form funding data
- To act as the school “Data Protection Officer”

Other Roles

- To advise the Headteacher on ways in which the support staff can best further the objectives of the school
- To advise on, and where appropriate generate, policies that will aid the smooth and effective running of the school
- To service the Resources Committee of the Governing Body