**The Norton Knatchbull School**

**Bursar (Finance Director)**

**Job Description**

All job descriptions are current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**The Business Manager will direct a team of staff and will accordingly delegate a range of tasks listed below as appropriate.**

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| **Post Title:** | **School Business Manager** |
| **Headline Role:** | To provide the overall strategic leadership and management of the following areas:   * Financial Planning and Management * Personnel * Health and Safety * Estates |
| **Salary:** | Kent Scheme Range 13 (£51,625 - £57,847) |
| **Reporting to:** | Headteacher |
| **Line Management of:** | * Finance Officers * School Site Manager * Development and Communications Manager |
| **Liaising with:** | * Headteacher * Governors * Senior Leadership Team * PA to the Head Teacher * Development and Communications Manager * ICT Network Manager * Catering Services * EIS and Payroll Provider * All budget holders and staff * External agencies and contractors |
| **Contract Type:** | Full time |
| **Disclosure Level:** | Enhanced |

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| **Strategic and Functional Responsibilities** | |
| **General:** | * To produce timely and fully costed financial plans, ensuring they are sustainable, for example, through three and five year budgets * To evaluate the effects and implications of government policies, legislation and directives and develop effective strategies for current initiatives and long-term educational trends and developments * To lead and manage all of the areas of finance including payroll and staff contractual matters * To oversee estate management, including liaison with contractors and whole School health and safety * To act as the School EVC and oversee the financial and health and safety elements of external trips and visits * To ensure efficient resource management including human and other resources * To ensure effective risk management strategies * To negotiate, manage and monitor contracts, tenders and agreements ensuring “best value” at all times * To manage all aspects of the School’s business in an efficient, sustainable and eco-friendly manner |
| **Finance and Resource Management** | * To prepare, for approval by the Headteacher and Governors, annual estimates of income and expenditure as part of the School’s five year financial plan * To obtain agreement of budgets and to monitor accounts against budgets * To prepare financial reports, estimates and completion of financial returns as required by Governors, DFE, EFA, Companies House, HM Customs and Excise and other statutory organisations * To prepare regular management accounts for all budget holders and report on the financial state of the School to the Governors * To monitor all accounting procedures and resolve any problems, including ordering, processing and payment of all goods and services provided to the School; operating School bank accounts, ensuring that a full reconciliation is undertaken at least once per month; maintaining an assets register; preparing invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts * To ensure compliance with the financial management standard in Schools * To use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Headteacher and Senior Leadership Team accordingly * To prepare the final accounts and liaise with the auditors * To provide regular detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems * To liaise effectively in order to ensure that a comprehensive payroll service is provided for all staff, including operation of the various pension schemes and other deductions in which the School participates and reports and returns, including PAYE, expense payments, National Insurance, pensions and any other relevant payments; to ensure that all government returns are submitted accurately and on time (NB - payroll is managed by an external agency) * To deal with all personnel matters relating to salaries and HM Revenue and Customs queries * To deal with the School’s rating assessment and VAT liabilities and advise on financial implications with respect to the current and future tax legislation * To manage the School’s accounting function, ensuring efficient operation according to agreed procedures, and maintain those procedures by conducting at least an annual review * To manage the School’s charitable funds under the control of the Trustees * To advise the Headteacher and Governors on investment and financial policy, preparing appraisals for particular projects and developing a business plan for the future development of the School * To advise the Headteacher and Governors on external and internal audit arrangements as required by financial regulations and memoranda * Liaise with auditors and plan all audit arrangements to implement the School’s audit requirements |
| **Bids and service contracts** | * To secure bid-based competitive funds by the effective use of bidding systems and contracts * To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services including ICT * To purchase, either directly or indirectly, the School’s energy and utility supplies * To oversee the School’s facilities management, including catering and cleaning, transport (including minibuses) and bookings for School facilities |
| **Human Resources and Personnel Issues:**  **1. Recruiting and managing support staff.**  **2. Providing advice on staff contracts and employment law issues.** | * To oversee general personnel matters including employment clearance for new staff and issuing contracts of employment * To advise the Headteacher on the assessment of salaries, expenses, sickness and maternity procedures, redundancy and dismissal; to attend related internal hearings and employment tribunals as necessary * To provide leadership and guidance for support staff, including direct line management responsibility where appropriate, for administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance, grounds staff, cleaners and caterers * To assist with the recruitment, professional development, appraisal and training of all support staff * To plan for, arrange and report on staff development aspects for all support staff * To develop and implement the School’s HR policies and procedures ensuring they are embedded across the whole School * To monitor the effectiveness of the support staff structure to ensure it meets the School’s needs * To support the Headteacher in dealing with personnel and contractual issues * To oversee all staff employment contracts and staff recruitment administration * To advise Governors on policies required to comply with legislation concerning employment protection, equal pay, sex discrimination, etc, and the implementation of these policies in the School |
| **Estate Management:**  **1. Managing the premises**  **2. Assessing risks, identifying hazards and managing health and safety**  **3. Letting and risk assessment**  **4. Loss prevention strategies**  **5. Asset Control** | Day-to-day management of the estates is the responsibility of the Site Manager. The School Business Manager’s role is:   * To strategically lead on facilities development and expansion * To oversee the effective planning, procurement, management and delivery of building and development projects within agreed quality and financial parameters * To oversee the maintenance of the School’s site and buildings, the preparation of maintenance schedules and the efficient operation and maintenance of all facilities on the property, including all utilities * To liaise with the School’s Network Manager in order to ensure effective and efficient ICT provision * In liaison with the fire service and site manager, to oversee all fire procedures and equipment * To oversee site security and ensure it complies with safeguarding legislation * To ensure that catering services, hiring of facilities, maintenance programmes and service level agreements function effectively and remain within budget * To ensure the regular upkeep of external areas, including paying fields, gardens, all-weather surfaces, tennis courts and land drainage * To ensure the regular maintenance of boundaries, footpaths, roads and rights of way where applicable * To oversee the purchase, repair and maintenance of all furniture and fittings * To manage the School’s transport plan * To ensure the continuing availability of utilities, site services and equipment * To seek professional advice on insurance and advise the Headteacher and Governors on appropriate insurances for the School; to implement the approved insurances and handle any claims that arise * To keep informed on health and safety regulations, particularly the main issues specific to the School and how they relate to students, staff, visitors, contractors and other users of the School’s premises and facilities * To maintain risk registers and apply risk assessment tools to establish hazards within and effecting the School and the associated risks involved * To be aware of the elements of fire safety and the associated risks to the School through the process of risk assessment * To be aware of the importance of a disaster recovery plan and its place within the management procedures of the School * To develop and implement a health and safety and crisis management policy and procedures, including all risk assessment procedures * To ensure the maximum level of security and safety consistent with the School’s ethos and safeguarding legislation * To maintain and manage the School’s Risk Register and to develop a disaster recovery strategy to include a detailed plan * To maximise income from lettings and extended School services * To manage risk assessment associated with letting the School’s facilities and providing third party services * To manage the letting of the School’s premises to outside organisations and other third parties * To be aware of the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility * To implement risk management and loss prevention strategies in the School to reduce insurance costs * To make arrangements for insurance cover as required * To liaise with brokers/insurance companies regarding claims, dealing with all correspondence and communications * To advise the Headteacher and Governors in insurance requirements and produce such response and information as required * To act as the School’s EVC and have oversight of all school visits and trips, ensuring that all necessary paperwork is completed to enable insurance cover to be obtained * To ensure accurate records are kept of all assets, including the maintenance of an asset register * To produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets * To prepare as part of the three year plan a detailed asset maintenance programme and capital purchase programme for approval by the Headteacher and Governors |
| **Other duties and accountabilities** | * To undertake whole-school duties as agreed with the Headteacher * To continue own personal professional development as agreed at appraisal and to engage actively in the performance review process * To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example * To adhere to and promote actively the School’s corporate policies and particularly School’s Health and Safety and child protection policies * To maintain excellent attendance and punctuality |

April 2018