**Business Manager –Job Description**

**Reports to – Group Finance Director**

The Business Manager will have overall responsibility, under the Group Finance Director for Business Management, to ensure that the business activities of the School are managed as economically and effectively as possible and for the discharge of the duties normally carried out in schools by a Business Manager. The Business Manager will also report operationally to the Head but be the line management responsibility of the Group Finance Director.

**Strategic Responsibilities:**

* The Vision; to fully support the Head and Group Finance Director to deliver the Strategic Plan and Vision for Radnor House
* To meet with the Group Finance Director on a twice weekly basis to ensure the smooth running of the school.

**Areas of responsibility:**

1. ***Finance***
   * To provide accurate and timely management reporting in the required form on a monthly, annual and ad hoc basis as required;
   * To create and deliver initiatives that maximise economic returns whilst not impinging upon the quality of service offered by Radnor House;
   * To prepare year-end figures for annual statutory audit, together with an audit pack of supporting information;
   * Financial planning, management and control; maintain strong financial controls over all activities of the School to include monthly cash flow forecasting, credit control , bad debts, budgeting and Profit & Loss projections;
   * To review and update when required the Financial processes and procedures;
   * To undertake financial modelling, sensitivity analysis and bench-marking performance on financial items such as annual fee increase and salary increase;
   * Long term financial planning to include a 3- 5 year Capital Expenditure programme and any further expansion;
   * Financial reporting and accounting in accordance with Directors’ and regulatory requirements;
   * Efficient collection of fees, other charges and other sources of revenue;
   * Liaison with Radnor Charitable Trust in connection with approval of new bursaries;
   * Approval of all invoices for payment and statements of account including reconciliation, obtaining professional advice on tax issues including PAYE and self-employment
   * Working with the Group Finance Director to ensure that the School has adequate and appropriate insurance cover
   * Management of annual budgeting process and oversight of the performance of internal budget holders
   * Managing the relationship with the schools auditors including provision of relevant accounting and other records during the annual audit
2. ***HR Management:***

* Ensuring maintenance and accuracy of the Single Central Register (SCR)
* Ensuring full compliance with all Safer Recruitment policies for new staff, coaches, volunteers and others
  + In liaison with Finance department, payment of salaries and wages, including tax, National Insurance and pension deductions
  + Recruitment, management and development of all staff
  + Appraisal and direct performance management of the subordinate team leaders
  + Making sure that all staff are fully compliant at all times with all Child protection requirements
  + Providing or obtaining professional and legal advice on matters relating to the management and employment of staff where appropriate

1. ***Compliance and Risk Management:*** 
   * Compliance with ISI and DfE regulations for schools
   * Compliance with Health & Safety regulations, including risk assessments
   * Maintaining and updating the School’s Health & Safety Handbook
   * Organising and Chairing the School’s Health & Safety Committee
   * Compliance with fire regulations
   * Maintaining the Asbestos register
   * Reviewing the security of the School’s buildings
   * Ensuring compliance with Construction, Design and Management (CDM) regulations by all contractors
2. ***Buildings and Grounds:*** 
   * Keeping the Buildings and Maintenance programme and schedule of costs up to date, effective hands on management of the Premises team.
   * Tendering for all work and maintenance contracts in excess of £10,000 per annum
   * Ensuring the effective maintenance and servicing of the estate and all School assets including buildings, plant and equipment to include sporting facilities. Make sure that the school buildings and facilities are maintained to a high standard
   * Producing costings and updating annually a long-term plan (3-5 years) for the replacement of plant, machinery, vehicles, catering, grounds and sports facilities for approval by the Board of Directors
   * Oversight of the provision of the major services and suppliers. Periodic re-tendering and reappointment
   * Oversight of the catering, cleaning and other contracts and periodic re-tendering
3. ***General Administration:*** 
   * Management of the Finance, the Premises & Facilities, HR, Catering (including Lunch Time Supervisors) and Front of House areas of the school to ensure they all provide an effective and responsive service to the school, appraising them, setting targets and reviewing their tasks as needed. Arranging training for them as necessary.
   * Ensuring efficient use of resources including exploiting under used assets to best advantage
   * Maintaining regular communications with all teaching staff and non-teaching staff
   * Being a visible presence about the School
   * Being an active and engaged member of the Senior Leadership Team
   * Drafting and updating policies for the School, as allocated by the Head / Group Finance Director for approval by the Board of Directors

# Pastoral Responsibilities:

* Take a full part in the pastoral arrangements of Radnor House.

# Other considerations:

* To work in accordance with the role of support staff as defined from time to time by Radnor House.
* Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House.
* To contribute to the co-curricular life of Radnor House.
* To undertake such other duties as the Head or Group Finance Director may reasonably request.
* To continue the roles outlined in this job description to the highest level.