



# Sir John Cass's Foundation and Red Coat CofE Secondary School & Sixth Form College

Headteacher: Mr Paul Woods

## School Business Manager Job Description

Role title	School Business Manager
Purpose of role	To be responsible for the planning, development, management and implementation of financial and administrative services for the school. Member of the senior leadership team.
Working hours	35 hours per week for 52 weeks per year (all-year-round position)
Line Manager	Headteacher
Grade of Post	GLEALPO9

### Key Duties:

- Manage school resources including budget and financial planning for all accounts
- Ensure adherence to financial regulations, SFVS and audit requirements and provide advice on these to staff and the senior leadership team
- Manage the financial management system and all budgets and accounts including monthly management accounts, cash flow, year end and outturn
- Undertake financial analysis on current and future variations in income, expenditure and trends and provide advice on options
- Responsible for producing annual and statutory returns
- Be an account signatory and key holder to the safe
- Manage the school's administrative and support function including the line-management of human resources, marketing, administrative and finance staff
- Manage the school's facilities and assets including the line-management of premises, cleaners, catering staff, ICT staff and maintenance of asset registers
- Responsible for the school's procurement, licences, SLAs, leases, letting, insurances and contracts
- Develop income generating activities including preparation of and submission of bids for funding to external agencies
- Manage Freedom of Information requests and Data Protection compliance
- Develop and implement policies relevant to school support functions
- Provide advice and reports as required to the senior leadership team, governing body, local authority and external agencies and contribute to school improvement plan
- Foundation Bursar: Responsible for the management and reconciliation of the Cass Benefits grant.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date: