



JOB TITLE:	BUSINESS MANAGER
REPORTS TO:	Headteacher
SUPERVISES:	site services staff
SALARY:	£40,000.00
HOLIDAYS:	28 days and bank holidays per year

JOB PURPOSE

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety and compliance.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

The School Business Manager works as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims.

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school; promotes a customer service ethos; monitors the development and implementation of quality procedures and systems throughout the school; and strategically ensures the most effective use of resources in support of FHHS's strategic objects in line with the SEF and SDP.

The School Business Manager is responsible for:

The Financial Resource Management;

The Management Information and ICT;

The Facility & Property Management;

The Health & Safety Management of the School;

The Education (Independent School Standards) Regulations 2014, Part 5: Premises and accommodation at schools

PRINCIPAL RESPONSIBILITIES/DUTIES

Leadership & Strategy

- Attend Senior Leadership Team, full Local Advisory Board and appropriate Local Advisory Board sub-committee meetings
- Negotiate and influence strategic decision making within the school's Senior Leadership Team
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan.
- Lead and manage all school support staff

Financial Resource Management

- Consult with the Headteacher and Local Advisory Board and evaluate information to implement a realistic and balanced budget for school activity
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher and Local Advisory Board of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Headteacher and Local Advisory Board if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the School Development Plan (SDP) and forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Seek and make use of specialist financial expertise
- Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school in liaison with SLT and the school's IT service provider
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes, including training for those who will use any new technology
- Liaise with the Headteacher to ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Facility & Property Management

- Ensure the safe maintenance and security operation of all school premises

- Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services i.e. caretaking, cleaning, etc., are monitored and managed effectively
- Maintain a strategic overview of catering: monitor the cost of providing meals, check invoices, review contracts with suppliers, ensure that catering staff undertake relevant training, ensure menus are balanced and nutritious and that the quality of meals is maintained and meets minimum standards
- Seek professional advice on insurance and advise the Senior Leadership Team on appropriate insurances for the school and implement and manage such schemes accordingly
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Explore and advise Headteacher and Local Advisory Board on additional potential new premises for the school, as necessary.
- Responsible for receiving reports on premises issues and liaising with Facilities Manager, sometimes outside of normal hours.

Health & Safety

- Act as the school's Health & Safety Co-ordinator.
- Ensure that fire practices and alarm tests are planned, instigated and records maintained
- Ensure the school's written Health & Safety Policy statement is clearly communicated and available to all people
- Ensure the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Local Advisory Board and where appropriate the Health & Safety Executive, including maintaining the asbestos register, portable appliance testing (PAT), legionella and trees.
- Ensure the maximum level of security consistent with the ethos of the school

Generic Duties

- Your primary base will be Fountain Head House School, Saltash. You may be asked to work at any of the other schools (existing and future) within the group and you should expect to travel between sites as required.
- Employees are required to work in compliance with the school's Health and Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by us.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Person Specification

Requirement	Essential or Desirable?
General Requirements	
Good general education	Essential
Good ICT skill	Essential
Management, strategy & planning skills	Essential
Ability to analyse data and make informed judgements	Essential
Excellent organisational and time management skills	Essential
Excellent written and verbal communication skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative & within a team	Essential
Excellent interpersonal skills, confident individual who can communicate in a professional manner	Essential
Able to influence	Essential
Able to work under pressure, flexible and adaptable	Essential
Experience of handling difficult situations and conversations successfully	Essential
Post Specific Requirements	
A degree or other relevant qualification – ideally in accountancy, business management or a related discipline	Essential
Expert knowledge of financial management	desirable
Line Management Experience	Essential
Budget planning and projection experience	Essential
High level of proficiency in Microsoft Office	Essential
Advanced knowledge of spreadsheets	Essential
Knowledge of school software packages	Desirable
Ability to maintain confidentiality	Essential
Experience of developing policy, systems and procedures from first principle	Essential
Experience of working successfully in an education environment	Desirable