

Job title	School Business Manager
Purpose	Derby Grammar School seeks an outstanding School Business Manager to provide strategic, operational and financial leadership. The School Business Manager is a key member of the Senior Leadership Team.
Responsible to	Governors – for the conduct of financial affairs, business management and material state of premises Head – for day-to-day administration
Line manages	Operations Manager, Site Manager, Catering Manager, IT staff, domestic team, office and administration staff, sports centre staff.
Safeguarding	Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures.
Full time / part time	Full time
Salary	Competitive

Specific Responsibilities

Business Management and Strategic Leadership

- a) Working with the Head and SLT to formulate and implement the School's strategic plan
- b) Ensuring full compliance with all regulatory requirements and standards for independent schools
- c) Ensuring compliance with all relevant aspects of employment law including employment protection, equal pay, minimum wage, Working Time Directive and discrimination on the grounds of sex, race or disability. To act as the Head's adviser on employment matters including disciplinary procedures. Ensure that the school has appropriate disciplinary and grievance procedures
- d) Ensuring that all staff have contracts of employment and keeping the school's standard contracts up to date as new legislation takes effect. Maintain HR files.
- e) Overseeing the employment, terms and conditions of service, supervision and welfare of all non-teaching staff
- f) Overseeing the Operations Manager in securing the school's policy to comply with the requirements of Health and Safety legislation
- g) Ensuring that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought
- h) Overseeing the purchasing of all goods and services for the school
- i) Acting as correspondent with the Department for Employment and Learning and being responsible for the records and returns required

- j) Advising on and taking the appropriate security measures within the school, both physical and for staff and pupils
- k) Maintaining contact with the statutory authorities and other organisations
- l) Line-managing catering, domestics, office and administration staff, sports centre staff and IT

School Buildings

- a) Maintenance of school buildings. Preparation of maintenance schedules and keeping of records
- b) The installation and maintenance of equipment for the detection, warning, protection and escape from fire. To ensure the necessary fire risk assessments are carried out
- c) The maintenance and efficiency of the installations and plant for electric and gas supply, heating, domestic hot water, water softening etc. Sourcing of energy supply contracts at competitive rates. Promotion of energy conservation
- d) Ensure that catering areas meet the requirements for hygiene and food safety
- e) The maintenance of the lighting and ventilation in all school buildings
- f) Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with school architects and builders
- g) Project managing any building work

School Grounds

- a) Upkeep of playing fields, gardens and all weather surfaces at both the main school site as well as the school sports centre
- b) Land drainage
- c) Maintenance of boundaries

Finance and Accountancy

- a) Advising on general financial policy within the school
- b) Preparing annual estimates of income and expenditure to include the preparation of departmental budgets within the school, the latter in consultation with the Head or senior academic staff
- c) Monitoring income and expenditure in relation to budget and presenting regular management reports to the Governing Body
- d) Keeping the accounts of the school and preparing Statements of Financial Activity (SOFA) and balance sheets in accordance with the charities Statement of Recommended Practice (SORP)
- e) Maintaining cash flow projections for the current and future years
- f) Advising on investments in consultation with the school's brokers or investment managers
- g) Preparing pupils' bills and collecting all fees and extras
- h) Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions. Compliance with regulations for benefits in kind
- i) Administering pension schemes for teaching and non-teaching staff
- j) Scrutinising authorisation and payment of all invoices received in the school
- k) Organising special appeals for capital projects or endowment funds
- l) Keeping analyses of costs and other statistical records
- m) Preparing forecasts for the future financial performance of the school
- n) Preparing financial appraisals of particular projects

- o) Advising on the financial implications of the charitable status of the school
- p) Advising on scholarship and bursary funds. Undertaking assessments of parents' income and assets prior to making bursary awards
- q) To arrange and manage the annual audit of the school

Qualifications and Previous Experience

- a) Professional qualification in finance or business management or a professional qualification or equivalent in a relevant field
- b) The possession of business or administrative experience with the knowledge of commercial and allied subjects adequate for the management of the day-to-day affairs of the office
- c) Ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries
- d) A knowledge of the principles and methods of book-keeping and their adaptation to various purposes, including the preparation of final accounts
- e) A knowledge of procedures at meetings - notices, agenda, minutes, conduct of meetings and secretarial practice
- f) Some knowledge of the law and practice relating to Income Tax, PAYE, benefits in kind and VAT
- g) A working knowledge of the law with regard to parental contracts, leasing of school properties and landlord responsibilities, employment legislation, commercial law covering such matters as contracts, copyright and data protection
- h) A knowledge of investment procedures
- i) A knowledge of methods of purchasing including buying through consortia
- j) A knowledge of rates, Town and Country planning, planning permission procedures for alterations and new buildings
- k) Ability to draw up specifications for general repairs, minor alterations and decorations and, if the work is done by direct labour, to make estimates of cost
- l) A knowledge of principles and practice in relation to: electrical and gas installations, metering and supply; central heating and hot water supply; protection of personnel and buildings from fire; domestic sanitation and sanitary fittings; energy management and conservation
- m) Previous experience of working in a school would be advantageous but is not essential