



### **Job description: Business Manager**

A broad and hands-on role in 'the most exciting school in the country' offering the successful candidate the opportunity to lead the school's financial, operational, legal and compliance functions working in close partnership with the Headmaster.

#### **Strategy**

- In conjunction with the Headmaster and Board, develop the long-term strategy to achieve the School's vision, aims and ethos
- Work in close partnership with the Headmaster and SLT to implement the strategic plan, particularly in respect of finance and support operations
- Contribute beyond the core functions of the School's finance and operations brief as a business planner and commercial thinker, ensuring that the rapidly evolving external landscape presents educationally, politically and economically
- Take responsibility for negotiation with LBHF and other real estate providers over extensions of space in the current premises or other buildings as may be required in the future.

#### **Leadership and Management**

- Ensure that the support operations are effectively staffed and resourced and have the appropriate skills
- Ensure that all finance and operations staff are properly appraised and supported in line with the School's appraisal policy
- As a member of the SLT, attend and participate in School events and functions. Also share holiday cover if required

#### **Finance**

- Advise the Board and Headmaster on all matters relating to financial strategy to ensure the long-term stability of the school, the impact of their decisions on the School's financial position and commercial matters
- Deliver financial results as agreed by the Board
- Ensure effective finance and resource management
- Prepare the annual budgets and in conjunction with the Headmaster 3 and 5 year plans
- Provide the Board and Headmaster with appropriate regular, accurate and timely information about the School's finances, including management accounts and cash flow forecasts, budget and variance reports as required
- Advise the Board and Headmaster on investment and financial policy, including VAT and benefits in kind, preparing feasibility studies for potential projects and the future development of the School

- Oversee the preparation of the statutory accounts
- Ensure a robust and effective system of internal controls, including fraud prevention and internal auditing
- Ensure collection of all income
- Ensure fair but robust debtor management, including meeting with parents when necessary
- Assess means-tested bursaries and make recommendations for awards
- Analyse school fees and costs, including benchmarking, and work with the Executive Board and Headmaster to set fee levels and provide insight into the School's pricing strategies
- Oversee the administration of payroll and pension schemes for all staff
- Manage relationships with key external services including the bank, auditors, lawyers and insurers

### **Buildings, Facilities and Transport**

- Ensure that the facilities are always well-presented, serviceable, safe, and compliant with regulations, including health and safety, fire and the Independent School Standards, liaising with expert external consultants in association with the Business Manager of Melcombe Primary School
- Ensure there is a rolling programme of refurbishment and maintenance
- Work closely with the Headmaster and the Business Manager of Melcombe Primary School to manage the catering and housekeeping contracts and ensure the high-quality provision of services and value for money
- Ensure effective and cost effective management of school transport, including mini bus routes

### **Health and Safety**

- Ensure that the School has appropriate arrangements in place, including policies, procedures, equipment, training and funding, to ensure compliance with all health and safety regulations, including all statutory testing
- Promote a positive health and safety culture throughout the school
- Chair the Health and Safety Committee

### **Governance, Compliance and Risk Management**

- Ensure appropriate data protection policies and procedures are in place and champion their application throughout the School
- Work with the Headmaster, SLT and staff to ensure compliance with all applicable laws and regulations, ensuring policies and procedures are in place
- Identify, assess and manage risk, including management of the risk assessment process and Risk Register
- Ensure that the School has appropriate insurance cover for all key insurable risks
- Lead on critical incident planning, business continuity and financial planning to ensure that the School is well-prepared for any crisis
- Perform such duties and undertake such projects as directed by the Head and the Chairman as may be required from time to time to further the interests of the school and the proprietor company

**Commercial Activities**

- Maximise income from commercial activities, building on existing arrangements and exploiting new opportunities where possible, consistent with the School's ethos.
- Work with potential partners, with whom the Board and Headmaster establish new initiatives, to evaluate proposals and ensure that the interests of KW are reflected in any joint plans.