

Job Description

Job title:	Business Manager
Group:	Independent Schools
Dept/Project/Service:	Oakfield Preparatory School
Reports to:	Headmaster (dotted line to Lead Business Manager)
Responsible for:	Assistant Business Manager; Business Administrator; Facility System Administrator; Clubs & Organisational Administrator; Caretakers; Receptionists.
Grade:	Education Development Trust Grade 5

Job purpose:

Manage the business, financial and non-educational aspects of school operations and to support the strategic direction of the school. To promote and support the School Aims. To share in the corporate responsibility for the well-being of all pupils. Lead the Administration and Support Team promoting good morale, overseeing the smooth running of all non-teaching areas of the school. To be a member of the senior leadership team and to contribute to the strategic planning, monitoring, evaluation and development of the School

Job objectives:

Finance

- Lead preparation of Budgets, Forecasts and future growth plans for the school in liaison with the Headmaster and Finance team to ensure the income and expenditure is profiled accurate
- Lead preparation of timely, accurate & complete monthly management accounts comparing actual performance against budget/forecast, ensuring accurate information is communicated into Central Finance team and the Schools Director. Work with the Headmaster to highlight key risks, opportunities, and proposed mitigating actions.
- Review month end balance sheet position to ensure accurate & complete. Investigate any discrepancies and ensure sufficient justification is available to support the balances.
- Take full ownership for sales invoicing and debt collection including, accurate & timely billing, monitoring of aged debt (in co-operation with central finance team), conduct debt meetings as appropriate, and maintenance of Business World On! to ensure records are up to date with all related transactions
- Negotiate, manage and monitor contracts and agreements for the provision of support services with regard to good value for money. Manage the ordering of goods and services and certify orders and invoices, including accurate and timely processing via Business World On!. Produce ad-hoc financial reports as requested by the Headmaster, Schools Director or Finance Team.

Human Resources

- Work with Headmaster to devise, staffing plans, personnel changes and identify financial implications. Work with Strategic HR Business Partner on staffing restructures and consultations and other employee relations issues such as disciplines, capability & grievances.
- Manage the changes required on Business World On! and ensure information is current and accurate. Ensure all staff are using the system effectively.
- Ensure that the SCR is up to date, accurate and meets required ISI compliance and ensure that all relevant information such as right to work, reference and DBS checks are received and filed accordingly.
- Oversee implementation of compliance training for the School ensuring legislative requirements are met
- In liaison with central recruitment, manage school recruitment ensuring compliance with safer recruitment principle and ISI regulations Monitor staff absence and liaise with Central HR team on any required actions.
- Conduct periodic review of SCR and report to Headmaster

Estate Management

- Devise plans based on strategic direction of the School
- Coordinate and oversee builders, contractors, maintenance and facilities development of school
- Oversee the implementation, monitoring and review of projects and other general works
- Oversee and manage work of Operations, cleaning and Caretaking teams
- Implementation and management of cyclical maintenance with regard to compliance standards
- Manage and coordinate a full annual maintenance schedule

Management & IT

- Manage the effective running of the Administrative team and support staff of the school to ensure that school needs are met.
- As part of SLT, provide management information and ensure all aspects of non-teaching facilities are providing an efficient service.
- To manage the introduction and development of improvements to MIS systems in School
- To ensure that all staff are accessing and maintaining their Business World On! records and devise ways of assisting them with any issues
- To manage and oversee development of Extended Day activities (Breakfast, After school Clubs and activities, Holiday Club)

ISI Regulatory Compliance

- Ensure compliance with the ISI regulatory requirements with regard to:- suitability of staff, Health & Safety, Fire and First Aid, Premises and Admissions recording

Health and Safety

- Act as nominated 'responsible person' for site
- Proactive management of all H&S issues including management of buildings and Fire Risk assessments
- Manage and oversee reporting requirements with regard to the 'Health and safety at work act 1974.

Person specification:**Knowledge****Essential:**

- Certificate in Schools Business Management or relevant experience
- Accounting qualification or relevant training
- Thorough working knowledge of Microsoft packages such as Word and Excel
- General understanding of procurement, risk assessment and health & safety

Desirable:

- Diploma in Schools Business Management or working towards
- Working knowledge of ISI regulations and guidance relating to safeguarding, recruitment, SCR, record keeping
- A relevant professional Management qualification
- Child Protection Level 3
- Working knowledge of an integrated HR & Finance system

Experience**Essential:**

- Experience in the management of diverse activities
- Line Management experience in particular of running an administrative dept
- Experience of budgetary management and control within an organisation
- Will have worked with a range of stakeholders and managed those diverse relationship preferably in a school setting.

Desirable:

- Will have experience of working in Independent Schools sector.

Skills

Essential:

- Excellent organisational skills
- Excellent interpersonal skills, verbal, written and oral
- Exceptional planning skills and ability to meet deadlines
- Ability to deal with a diverse range of stakeholders including staff, parents, children, governors, corporate services and external contacts
- Easy confident telephone manner

Personal Qualities

- Calm and not easily flustered under pressure
- Attention to detail to ensure accuracy
- Confidence, commitment and enthusiasm

Competency Band:

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Seeks to understand how the services, activities and strategies in their area work together to create value for the learner and client	Is highly motivated and creates momentum and enthusiasm about what needs to be done
Integrity - Supporting and Building Trust	Builds respect by showing consistency between words and actions	Creates a positive environment in the team by being open, honest and thoughtful when communicating
Accountability - Delivering and Improving	Understands EdDevTrust's business environment and delivers a high-quality service in line with commercial objectives	Drives performance by giving clear messages about priorities, objectives and accountabilities to team/colleagues
Collaboration - Engaging and Partnering	Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests	Uses influencing skills to ensure successful working relationships with internal and external stakeholders

Job Family:

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.