



GRAVESEND GRAMMAR SCHOOL

JOB DESCRIPTION - BUSINESS MANAGER

This role reports to the Headteacher, Gravesend Grammar School and is a member of the School's Senior Leadership Group.

Premises

- To compile all major capital bids (e.g. Condition Improvement Fund) including working with specialist consultancy firms as required
- To lead all major projects at the school, through initial concept, design, tender, contractor selection, monitoring and liaison with all consultants through construction/fabrication phase and snagging to completion
- To own all budgets relating to premises, occupation costs, furniture and utilities
- To line manage the Site Manager and to oversee the work of the caretaking team
- To support the Site Manager in his leadership of minor projects and coordination of service contractors
- To ensure all statutory inspections, testing and certification (electrical, gas, water hygiene, asbestos etc) are conducted in accordance with required frequencies
- To lead the tendering and renewal of service contracts including grounds maintenance, alarms (fire and intruder), boiler/water/ventilation plant servicing, lift servicing, air conditioning, water hygiene, washroom services,
- To manage, tender (where applicable) and renew contracts for utilities (i.e. gas, electricity, heating oil, water)
- Oversee the site staff in their management of the school's transport services, including coordinating driver training
- Development and review of the school's Lettings Policy
- To propose Letting Prices to the LGB annually for their review and approval
- To line manage the Cleaning Supervisor and to oversee the work of the Cleaning Team

Health and Safety

- To advise the LGB on all matters pertaining to health and safety and risk management
- To coordinate the school's H&S committee and conduct termly school inspections
- Development and review of the school's H&S Policy
- Responsibility for maintaining the school's Fire Safety Plan, including updates to the school's fire risk assessment
- Development and review of Whole School Risk Assessment

- Monitoring of Departmental (e.g. DT, PE, Science) risk assessments and H&S processes
- To line manage the school's Educational Visits Coordinator
- To monitor reported accidents and near-miss reports, analysing trends as identified

Finance

- To advise the LGB on all matters pertaining to grant & non-grant income, revenue expenditure and capital expenditure
- Annual development of the school revenue budget and 3-year plan for review by the Headteacher and approval by the LGB
- Annual development of the school's 3-year capital plan in collaboration with the Headteacher and for approval by the LGB
- Regular review of income and expenditure versus the budget, including reviewing an outturn forecast with the LGB periodically as required and the final outturn following financial year-end
- Liaison with the Trust Finance Manager to ensure all grant and non-grant income is maximised, including ensuring applications, bids and retrospective claims for funding are made by the applicable deadlines
- Checking and approval of monthly payroll in liaison with the Central Trust Finance Team
- Monthly checking and sign-off of Financial filing and documentation, including: Bank Reconciliation, Payroll, Credit Card and VAT files
- Development and review of the school's Charging and Remission policy
- Ensure all staff with financial delegated authority (e.g. budget holders and account signatories) are supported and challenged in maintaining appropriate standards of probity
- Advise trip leaders on matters of finance and insurance related to educational visits

Human Resources

- Advise on and review all contracts and variation letters before signing by the Headteacher
- Lead annual non-teaching staff performance management cycle, including agreeing reviewer structure with Headteacher and moderating PM review statements
- Prepare annual non-teaching staff salary review summary for approval by Headteacher
- Ensure non-teaching staff receive appropriate training and professional development
- To monitor sickness absences of non-teaching staff and conduct return-to-work and persistent absence interviews as required

Information Technology

- Line manage the Network Manager, and oversee the work of the IT Support team
- To develop long term IT and network strategy in line with the curricular and administrative needs of the school
- To ensure IT systems are secure, protected (antivirus, anti-malware etc), backed-up and documented
- To work with the Network Manager to develop IT capital investment plans for approval by the Headteacher
- To manage, tender (where applicable) and renew contracts for IT utilities (i.e. broadband, telephone, mobile phones)

Catering (Short term - To manage transitional arrangements from in-house catering to a newly appointed contractor)

- To evaluate all aspects of the catering contractor operation to ensure an efficient service and value for money
- To work with the catering contractor to provide the LGB with prices for annual review and approval
- To re tender when and if necessary

Administration

- Line manage Reception Manager and Attendance Officer, and oversee the work of the school office team
- Tender and manage contracts for office machinery including photocopiers and franking machines

Other

- Maintain the GGS record on the DfE's "Get Information about Schools" (GIAS) database