

JOB DESCRIPTION

Post Title:	School Business Manager
Salary:	SP 47 - 51
Purpose:	<ul style="list-style-type: none"> To work with the Senior Leadership Team (SLT) taking a full and active part in strategic planning and day-to-day operational management To provide strategic vision and operational leadership in the operation, maintenance and development of systems, processes and procedures relating to financial management, administration, site and facilities, health and safety To be accountable for establishing management initiatives and objectives designed to facilitate the development and implementation of a successful support service
Reporting to:	Head Teacher
Responsible for:	Direct Management of Finance Assistant and Estates Team
Liaising with:	Senior Leadership Team, Middle Leaders, Learning Support , Clerk to the Governing Body and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, LEA staff, parents, BMET staff, Residents and other stakeholders
Working Time:	Full-Time All Year Around
Disclosure level:	Enhanced
MAIN (CORE) ACCOUNTABILITIES	
	<p>FINANCE AND ACCOUNTING</p> <ul style="list-style-type: none"> Accountable for the Academy financial systems, ensuring that all aspects of these systems are managed in accordance with agreed policies, timetables and tax regulations Liaise with the ESFA over all matters regarding DfE funding. Develop networks of commercial activity to enhance the school's budget and reputation and add value for the students. Prepare the final accounts in liaison with the auditors. Prepare all financial returns for the DfE, ESFA, Companies House and other central and local government agencies within statutory deadlines. Be responsible for dealing with the financial implications of charitable status with respect to the current and future tax legislation, liaising with the Charities Commission as required.

	<ul style="list-style-type: none"> • Be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts. • Submit capital bids to the Department of Education/EFA, monitoring and controlling capital expenditure on buildings, grounds, placing of contracts, appointing and the monitoring of contractors. • Seek professional advice on insurance and advise the senior leadership team on appropriate insurances for the school and implement and manage such schemes accordingly. • Monitor and ensure the school's cash flow is kept at a sustainable level. • Prepare annual and future year projections of income and expenditure, and monitor and control income streams and expenditure cost centres for agreed budgets areas • Support budget holders with financial procedures, training and management information to enable them to monitor and control their budgets effectively • Provide day-to-day guidance and support to the Business Support staff to ensure all financial systems and controls are effectively managed • Accountable for the preparation of appraisals for particular projects, writing bids for funding and developing / managing long term initiatives for the Academy • Develop and monitor, where appropriate, financial policies and procedures ensuring compliance with financial regulations • Accountable for the management and tendering of all service contracts; monitoring all insurance policies with a view to achieving cost effectiveness; and ensuring that the Academy maximises its potential • To monitor and control capital expenditure on buildings, grounds and ICT; supporting with the placing of contracts and appointment and project management of contractors • To lead and to promote the Academy activities and facilities with the objective of maximising letting income and improving the Academy's reputation within the community <p>PREMISES, FACILITIES AND HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • To take an active role in compiling and implementing a Premises Development Plan aligned with the Academy's Asset Management Plan • To liaise with the premises staff and all external agencies to ensure proper security, heating, cleaning, maintenance and repair of the Academy buildings and all associate furniture, equipment and fittings is carried out, and progress sustained • To manage the day-to-day placing and effectiveness of routine schedules for catering / cleaning staff within agreed performance indicators • To have delegated day-to-day responsibility for all health and safety matters, including maintaining and developing systems, policies, procedures and working practices; including the measures to be taken in the event of incidents / emergencies • To manage Lettings within the Academy ensuring compliance with the Community use policy and issuing any relevant invoices
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	<p>PAYROLL</p> <ul style="list-style-type: none"> • To reconcile monthly payroll against source documents • Responsibility for ensuring accuracy of payroll • Responsibility for initiating payment of salaries on a monthly basis via BACS • Responsibility for BACS payments to external agencies <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • To ensure Academy documentation (e.g. letters, prospectus, newsletters, surveys) are prepared timely and completed to a high professional standard • Attendance at Governors meetings, through liaison with the Chair of Governors and the Head Teacher. • To have overall responsibility for the effective and efficient deployment of support staff with an overview of central support functions <p>RESOURCES</p> <ul style="list-style-type: none"> • Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet, financial, <p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, , confidentiality and data protection, reporting all concerns to an appropriate person • Contribute to the overall ethos/work/aims of the Academy • Develop constructive relationships and communicate with other agencies/professionals <p>MANAGEMENT</p> <ul style="list-style-type: none"> • Be responsible for the management of the HR and Admin Manager, Finance Assistant and the site team • Undertake induction / appraisal / training / mentoring for direct reports • Liaise between managers/teaching staff and support staff • Hold regular team meetings with direct reports
Other Duties:	<ul style="list-style-type: none"> • To keep up to date with changes at the Academy through e-mails, staff briefing notes, attendance at team meetings • To seek / implement modification and improvement where required • To ensure the maintenance of accurate and up-to-date information on the Academy MIS system • To ensure effective communication as appropriate with all stakeholders • To liaise with BMET, partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies • To play a full part in the life of the Academy community, to support its

	<p>ethos and to encourage staff and students to follow this example</p> <ul style="list-style-type: none"> • To continue personal development as agreed • To engage actively in the performance management review process. To follow Academy Policies and Procedures, including but not limited to the office procedures and protocols • Prioritise own work according to the Academy needs, ensuring accuracy and attention to detail • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors • The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition • Any other duties commensurate with the role
	<p>This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>