



Job Description - Business Manager

Reports to	Co Principal(s)
Hours	40 hours per week, covering 8am to 5pm Monday to Friday
Terms	Permanent, full time, all year role, 25 day's annual leave (to be taken during the school holidays) plus bank holidays, plus closure during the Christmas break

OVERVIEW

The Business Manager at Ealing Independent College plays a pivotal strategic role in financial sustainability and operational excellence across the college community.

The Business Manager is the leading support staff, and works as part of the Senior Leadership Team to assist the Co Principals in their duties.

The Business Manager is also responsible for providing professional leadership and management of the college administrative support staff.

KEY RESPONSIBILITIES

The main areas of responsibility for the Business Manager are:

FINANCE

To support the Bellevue Finance Business Partner in managing the finances of the College, including;

Budget:

- Provide information for preparation of College budget, cash flow, management accounts and forecast, in conjunction with the Finance Business Partner
- Maintain College budget and negotiate favourable prices and contracts advising on best value
- Support the Co-Principal(s) in developing additional revenue streams

Purchase Ledger:

- Process purchase invoices and credit notes
- Reconcile supplier statements
- Review payment runs
- Handle supplier queries

Sales Ledger:

- Collate information required for raising invoices and credit notes
- Liaise with Local Authorities on IPAs/funding consultations to ensure forms are completed and agreed
- Responsible for debt management of unpaid invoices/chasing parents/local authorities for non-payment of fees, liaise with the Co-Principal's on appropriate course of action
- Respond to customer inquiries regarding invoices

Payroll:

- Preparation of payroll data
- Processing of timesheets and overtime sheets
- Help with payroll and pension queries from employees

Contract management:

- Maintain contract records and liaise with suppliers on renewal and procurement of new terms and conditions

HR

- Managing support staff
- On-boarding of new staff, issuing contracts, employment manual and ensuring completion of all relevant documents for staff files.
- Complete new staff inductions; issue security passes; generate IT log-ins for College systems
- Assisting with recruitment, ensuring safer recruitment guidelines are followed, carry out necessary pre-employment checks including, references, DBS applications, TRA checks etc.
- Ensure all staff records are maintained, kept up to date and compliant in accordance with ISI
- Responsible for entering and maintaining the single central register
- Ensure all staff training is up to date and keep records for inspection and arrange training with external providers, online and in person; Fire Training, First Aid, E-Safety, Safeguarding etc.
- Liaise with Co-Principal(s) in completion of annual DfE Census and ISC Census
- Lead on ISI inspections in the areas concerning staff files and the single central register

HEALTH & SAFETY / COMPLIANCE

- To manage and liaise with the College Caretaker on the overall care and security of the College buildings and grounds and ensure weekly H&S logs are completed.
- Liaise with external contractors to carry out annual checks, including gas safety, PAT testing, fixed wire testing, vehicle gate testing, science equipment testing etc.
- Ensure all required Health and Safety checks are completed when due and logged appropriately on the compliance tracker.
- Oversee completion of First Aid logs
- Oversee the termly Fire Drills
- Responsible for creating and signing off College Risk Assessments, including grounds, school trips, lone worker assessments and Fire Risk Assessments etc.
- Chair the half-termly Health and Safety meetings; take minutes; report on actions to the Co-Principal(s)
- Liaise with the Science department to ensure logs are up to date to ensure compliance.
- Lead on ISI inspections in the areas concerning H&S, Compliance, Risk Assessments

Qualifications/Experience

- Educated to degree level or equivalent
- Extensive experience and success in senior management
- Experience of budget management financial planning and income generation
- Experience of working in a school environment is desirable

Skills/Knowledge

- Expert negotiating and influencing skills
- Commercially astute and customer focused
- Excellent communication skills, verbal and written
- Able to work effectively as part of a leadership team
- Excellent organisation and project management skills
- Ability to take responsibility for tasks, prioritising and scheduling personal and team workloads to ensure deadlines are met
- Developed analytical and research skills
- Ability to collate and present statistical data