

Chiswick School – Job Description

Business and Resources Manager

**Leadership Scale Pts. 17-21 (£62,436 - £68,558)**

**Reports to:** Headteacher

**Directly Line Manages:** Site Manager, Finance & Admin Team,

IT Operations Manager,

School Plus (Lettings), Catering and

Cleaning provision

**Overall Purpose:**

To provide effective and efficient management of school finances & site.

To ensure the school is safe and secure at all times

To assist the Principal in ensuring the achievement of the highest possible educational standards, creating an atmosphere and structures in which students feel valued and staff have high expectations of them.

|  |
| --- |
|  |
| **KEY FUNCTIONS** Responsible for:* Strategic financial planning, in conjunction with the Headteacher, ensuring that the school makes the best possible use of resources available;
* Preparation of annual budgets, management accounts and audited annual accounts and their presentation to Governors and all necessary government company returns;
* Managing the school budget effectively and efficiently in conjunction with the Headteacher;
* Health and Safety for the school;
* Leading and managing the Finance Team, Site Team, Administration and IT Team;
* Maintenance of the school site and the buildings, and the efficient operation of all Site.
* Proposing annual budgets to the Governors in the context of a three year financial forecast, prepare and monitor performance against forecast and plans;
* Working with the Headteacher on the preparation of a five year financial plan;
* Ensuring effective accounting systems and procedures, successful treasury management and appropriate investment policies.
* Supporting fundraising income generation strategies.
* Producing annual report and financial statements, liaising with and assisting the external auditors;
* Ensuring managers and staff are guided on funding methodologies and opportunities to reduce costs and maximise funding within their budgets;
* Providing management and business planning that delivers best practice and best value through the establishment of effective systems of target setting, performance management and stakeholder feedback that encourages an innovative and creative approach to service delivery and meets the needs of the curriculum.
* Liaising with funding and monitoring bodies and other members of various consortia to enable the development of effective systems controls, accurate exchange of information and robust decision-making processes to ensure the quality of information.
* Building good relationships with the Local Authority and the ESFA.
* Develop and strengthen the risk management strategy and management across the school.
* Provide financial leadership to Chiswick School by proposing, developing and delivering the financial strategy for the academy in support of the strategic and operational plans.
 |
|  |

|  |
| --- |
| **FINANCE**Managing Finance Team* Finance Officer responsible for purchase ledger and ordering system;
* Finance Manager responsible for the day to day management of the schools’ finances.

**Specific Financial Responsibilities**In conjunction with the Finance Manager:* Oversee the management of monthly payroll and pension processes, preparation and controls;
* Authorise/review monthly VAT returns, reconciliations of bank, petty cash and credit card controls ensuring payments are correct and timely;
* Plan cash flow and treasury investments;
* Prepare and plan annual whole‐School budget and departmental/CTL budgets including provision of accurate estimates, forecasts and projections;
* Prepare and review of monthly management accounts;
* Prepare, analyse and report documentation for all meetings; including termly Finance and Buildings meetings;
* Prepare annual financial statements and supporting audit file and manage annual audit;
* Review and update long‐term forecast periodically;
* Ensure compliance with all statutory and ESFA requirements, producing timely and accurate reports and financial data to meet these requirements and to satisfy audit purposes;
* Submit annual DFE GAG returns, WGA (Whole Government Accounts), forecast for budget purposes, financial self‐evaluation return and any other statutory information requirements;
* Regularly review Strategic Risk Register;
* Liaise with, and manage relationships with auditors, banks, DFE, EFA and other external agencies;
* Manage annual audit;
* Review termly Responsible Officer audits;
* Check annual GAG calculation and associated funding formula, plus local authority grants received;
* Final review/authorisation of POs, invoices and BACS payments;
* Interpret and understand existing and emerging changes to under 18's EFA funding;
* Plan the Sixth Form budget and resources;
* Income generation and the management of the rental income stream;
* Compliance with statutory and legal requirement;
* Report performance and projections to Governors, stakeholders and budget holders;
* Manage relationships with key stakeholders;
* Track and report on strategic and operational risk register;
* Responsible for annual capital including tracking and safeguarding assets;
* Plan and manage cash flow and investment activity;
* Promote the efficient, effective and economic use of resources;
* Liaise and negotiate with providers of goods and services and third party contractors in consultation with the Headteacher;
* Oversee regulatory and statutory reporting and compliance;
* Ensure adequate insurances are in place so that all risks are reasonably covered.
* Ensuring accurate reporting of pupil numbers on the school census;
* Updating of school asset register.
 |
|  |
| **CONTRACT PROCUREMENT AND MAINTENANCE*** Manage all externally contracted services: currently catering, lettings and cleaning. Ensure best value and quality of service and manage tendering processes when necessary;
* Monitor effectiveness of all external providers e.g. Payroll, HR Etc. Ensure quality of service and best value at all times;
* Management of all school procurement, ensuring appropriate application of process and systems in-line with EFA guidelines and appropriate legal requirements.
* Initial coordination of insurance claims against Academy
* Review of contract commitments in all areas
 |
|  |
|  **MANAGING THE SITE*** Site Manager responsible for Site management across the academy.
* Develop and implement 5-Year rolling refurbishment programme in-line with associated annual budget requirements and 10 Year Estate Strategy;
* Develop and submit EFA CIF applications in accordance school requirements; where appropriate make use of third party external consultants to provide specialist advice;
* Liaison with LBH Secondary Expansion team and external consultants specific to the development of the school in-line with the expansion programme;
* Overall management of minor and major works projects with Site Manager and regular preventative maintenance schedule;
* Line managing and working closely with the Site Manager who will be responsible for the day-to-day management of the site and the Site Team;
* Being responsible, in liaison with the Site Manager, for the maintenance of the school site and the buildings, furniture, fixtures and fittings, the preparation of maintenance schedules and the efficient operation of all Site on the property, including cleaning, the installations and plant for lighting, heating, hot water, cooking, ventilation, water, energy conservation;
* Organising contracts dealing with security and communication systems e.g. access control and telephone system;
* Developing lettings with the Site Manager and Schools Plus to maximise income from letting the grounds, sports hall and premises outside normal core school time;
* Ensuring all Adult Education, Saturday and holiday classes are arranged at times and within venues to suit the efficient running of the school and to maximize income generation for the school;
* Ensuring best-value within budgets for buildings, power, water, rates, furniture, furnishings, all contracts, insurance and grounds maintenance;
* Oversee the cashless catering system;
* Advising and participating in the school governors Resources Committee meetings.
 |
| **IT TEAM*** Managing IT Team and the Operations Manager responsible for IT across the academy.
* Review, develop and maintain the technology strategy to meet the needs of the School;
* Anticipate future technology needs; identify proactive solutions and processes to support the teaching and learning activities across the curriculum;
* Ensure operational plans, policies, procedures, and transition/migration plans are consistent with the School Development Plan;
* Regularly review strategic and operational risks;
* Overall responsibility for the information technology architecture and management of the IT manager and associated team;
 |
|  |
| **Health & Safety** * Being the nominated Health and Safety Officer and Fire Officer for the school.
* Ensure the school is compliant at all times

Working with the Site Manger:* Formulating, monitoring and implementing the school’s safety policy to comply with the requirements of Health and Safety at Work Act and other legislation. Ensuring that the school complies with legislation covering fire, health and safety, risk assessments, disability discrimination and COSHH and to advise the Headteacher and senior leadership team as necessary
* Ensure all statutory testing of safety equipment and procedures takes place
* Co-operating with the Fire Service and being aware of the elements of fire safety and the associated risks to the school, through the process of risk assessment
* Being knowledgeable about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
* Being responsible for the maintenance of annual risk assessment records and ensuring the actions required are implemented.
* Reviewing and updating the school’s emergencies procedures.
* Put in place and manage a comprehensive disaster and recovery plan and operating the elements linked to the resource management responsibility.
* Implementing risk management and loss prevention strategies in the school to reduce insurance costs.
* Maintain Health & Safety incident reports and ensure appropriate actions are taken.
 |

|  |
| --- |
| **Business Development and Community*** Developing widening links with local and, where appropriate, national businesses in order to promote the school; to include the fostering of strong links to between the school and business.
* Support in the development and associated implementation of the schools’ work experience and work awareness programmes.
 |
| The above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. |
| **All employees working with children and young people have a responsibility for safeguarding and promoting their welfare** |

Signed………………………………………………………………………… Dated:…………………………………………

 *Line manager*

Signed*…………………………………………………………………………* Dated:…………………………………………

 Post holder

**School Business Leader**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Qualifications** | 1. Professional qualification in accountancy or school business management
2. A relevant higher education qualification such as an MBA
3. Recognised qualifications in Site management or health and safety
 | **Essential****Desirable****Desirable** |
| **Experience** | 1. Significant experience of leading the strategic financial planning for a large organisation/service unit
2. Experience of monitoring a range of contracts such as Site Management and/or ICT Managed Services to ensure Value for Money.
3. Evidence of successful management and leadership of diverse teams
4. Experience of working as a member of a Senior Team
5. Experience of working with Governors, Trustees or a Board of Directors
6. Experience of working with a range of external partners to achieve organisational aims.
7. Successful track record of managing complex projects from inception to completion.
 | **Essential****Essential****Essential****Essential****Desirable****Desirable****Essential** |
| **Knowledge and Skills** | 1. Ability to secure arrangements for the effective Site Management and Human Resources provision at the school
2. The ability to work strategically and to seek and implement creative solutions.
3. Strong skills in financial analysis, risk management and impact evaluation.
4. The ability and motivation to review and improve practice continuously.
5. Excellent leadership skills and the ability to inspire colleagues, peers and teams.
6. The ability to manage the performance of a diverse range of staff.
7. Excellent communication skills and the ability to act as a professional and positive ambassador for the school
8. Excellent literacy, numeracy and ICT skills
9. Highly effective administrative and organisational skills.
10. The ability to prioritise workloads and to work to given deadlines.
11. Knowledge of Premises Management requirements of a large site
12. Knowledge of Health and Safety legislation.
13. Understanding and appreciation of working in a school context and how the role contributes to safeguarding and positive outcomes for pupils
 | **Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Desirable****Desirable****Essential** |
| **Personal Qualities and Attributes** | 1. Energy, drive, commitment and enthusiasm
2. Evidence of a commitment to your own professional development
3. Entrepreneurial
4. Excellent role model
5. Ability to work collaboratively as a member of a variety of teams.
6. Sense of humour
7. Capacity to work well under pressure, remain calm, and to cope with the unexpected.
8. Reliable, honest and trustworthy.
9. Willingness to commit to the school’s vision and to ‘go the extra mile’ in order to achieve it.
10. Commitment to equal opportunities.
11. Commitment to safeguarding and promoting the welfare of children and young people.
 | **Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential****Essential** |