**Job Description**

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| **Post Title** | | Business Manager |
| **Purpose** | | * To play a major role as part of the Senior Leadership Group under the overall direction of the Headteacher in  1. Formulating the aims and objectives of the school 2. Establishing the policies through which they shall be achieved 3. Managing staff and resources to that end 4. Monitoring progress towards their achievement  * To deputise for the Headteacher as appropriate particularly in relation to financial and personnel matters * To give strategic vision and leadership to all aspects of Budget, Finance, Premises and deployment of resources, including non-teaching staff * To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained * To be responsible for the school site and its buildings, their maintenance, development and efficient use * To function as line manager for designated support staff * To ensure that the school is fully prepared to meet OFSTED/SFVS financial criteria * To liaise with relevant members of the Local Authority |
| **Reporting to** | | SLT/Head of School |
| **Liaising with** | | Headteacher/Senior Leadership Team, Teaching & Support staff, Governors, students and parents |
| **Salary/Grade** | | Pt 39-43 £43,950-£47,551 41 weeks per year The Leadership group status of this post shall require the postholder to be flexible with regard to working time arrangements, working broadly to the school day and as required in term time, with flexible days/hours during school holidays sufficient to meet the requirements of the post. |
| **KEY AREAS OF RESPONSIBLITY/SCOPE** | | |
|  | **Duties - General:**   To lead and advise the Leadership Team on matters relating to Premises, Finance and Health & Safety.  To attend full Governing Body meetings on request and assist the Chair of Finance Committee.  To take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.  To deputise for the Headteacher as required in relevant fields of expertise.  To play a significant part in appropriate supervision of students.  To provide support as relevant to the Headteacher and Deputy Headteachers.  Act as the data protection officer for the school.  **Health & Safety:**  To formulate, monitor, implement and review the school’s Health & Safety policy including all Risk Assessment procedures.  To advise all staff as appropriate.  To report to Governors on Health & Safety.  In cooperation with the Fire Service to manage the maintenance of equipment for protection against and escape from fire. To manage the keeping of records and initiation of fire regulation practices.  **Premises:**  Working with the Headteacher, the Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Headteacher. Specific responsibilities include:   * Taking the lead on compiling and implementing a Premises Development Plan an Asset Management Plan and, acting as Energy Manager, to include energy conservation. * Through regular contact with the Premises staff, ensuring the proper maintenance, checks and repair of the school is carried out, and progress monitored. * Ensuring the appropriate placing and monitoring of all premises related service contracts. * Advising on all Health & Safety matters, including measures in the event of emergencies. * Appraising projects for the development of the school. * To manage the process of school lettings with the objective of maximising income generation.   **Financial:**  Working with the Headteacher, the Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The Business Manager will be responsible specifically for:   * Ensuring that the school has effective financial management and that all appropriate financial systems are in place (including voluntary funds such as School Fund) to ensure accurate financial records are maintained in accordance with agreed policies and timetables * Preparing an annual budget for income and expenditure linking the finances to SDP priorities, for approval by the Governors. * Ensuring that Headteacher and Governors are presented with accurate financial monitoring reports on a regular basis. * Ensuring that the financial transactions in the school are processed in an appropriate manner and that the financial regulations of both the LA and the school are observed. * Management of cash-flow and operating of all bank accounts, ensuring regular reconciliation takes place * Preparation of statutory year-end accounts in accordance with guidance and timetables * Managing the finance systems and giving guidance to other users. * Preparing appraisals for particular projects and the development of long term initiatives for the school. * To cooperate, initiate and manage audit procedures as necessary. * Attending Governing Body/Finance Committee meetings, maintaining minutes and setting agendas * Writing bids for funding as required by LA, DfE and other funding agencies. Managing procurement and the tendering for all service contracts with a view to cost effectiveness and ensuring best value. * Ensure good risk management and loss prevention strategies are in place in the school to reduce insurance costs. * Submitting capital bids to the LA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors. * Promoting the school’s activities and premises with the objective of maximising letting income, within agreed policies. * Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets. * Monitoring the standard and cost effectiveness of all major contracts within the agreed performance indicators. * Investigating and implementing activities to attract additional sources of funding.   **Administration:**  The Business Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include:   * Managing the efficient and effective running of the general office as one of the school’s main points of contact, as well as the centre of daily administration. * Ensuring inventories of equipment and stock are maintained; and that all statutory and statistical returns are completed as appropriate. * Ensuring school transport requirements are met effectively, with a view to both cost and safety. * Ensuring that the school Travel Plan is monitored, evaluated and reviewed annually. * Ensuring the smooth running of the school Welfare area including reporting procedures. * Manage marketing, publicity and communications to enhance the school’s reputation.   **Line Management Responsibilities:**  The Business manager will be responsible for managing designated support staff.   * + - To manage the staffing operation of all designated staff.     - To motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.     - To manage support staff attendance and leave to ensure a continuous service throughout the year.     - To oversee support staff career development including an Annual Review scheme and reviewing training requirements.     - To monitor the effectiveness of the support staff to meet the needs of the school.   **Human Resources:**   * + - To advise the Headteacher on employment Law and prepare contracts as required.     - To oversee and manage HR and payroll, liaising with external providers and preparing statutory returns as required.     - To assist, as required, with the recruitment and selection process of new staff.   ***Must be able to attend evening meetings as and when required*** | |
| All staff | To take part in the school’s staff development programme & attend relevant training  To attend meetings as required  Support the aims, policies & ethos of the school  Set a good example in terms of dress, punctuality and attendance  To play a full part in the life of the school community  To comply with the school’s Health and Safety Policy  Comply with school’s safe guarding procedures | |
| 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 maintain a standard of dress conducive to their position as professionals and in setting an example to students. | | |

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| Person Specification | Essential | Desirable |
| Qualifications: NVQ Level 3, degree or equivalent post A-Level training at professional level. | x |  |
| Good technical knowledge of accounting software, and spreadsheet and word-processing packages | x |  |
| Experience of working in a school/education finance setting or similar | x |  |
| Ability to analyse and prepare clear financial information | x |  |
| Accountancy/SBM qualification | x |  |
| Knowledge of Employment Law, Local Government procedures & Fund raising methodology, Financial Regulations | X at least 3 is a requirement |  |
| Good written and oral communication skills | x |  |
| Ability to use Word & Excel to an intermediate level | x |  |
| Has held one of the following roles at senior level  Finance  Facilities  HRM  Local authority of non-profit making environment  Fundraising |  |  |

The successful candidate will also have excellent organisational skills, tact, diplomacy and have operated within a confidential environment.

They must be able to demonstrate previous management experience (of varying levels/roles), as well as having worked independently and as part of a team.