



**Job Title:** School Business and HR Manager

**Accountable to:** The Headteacher and Governors

**Line Managed by:** Headteacher

**Department:** The Senior Management Team

### **School Business and HR Manager – Job Description**

The School Business and HR Manager is responsible to the Headteacher and is a member of the School's Senior Management Team (SMT), attending meetings as appropriate and relevant.

#### **CORE FUNCTIONS**

- To be involved in all aspects of strategic planning advising on the financial implications, and ensuring that the school makes best possible use of resources available.
- To be responsible for finance and facilities management and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- Work with the school Personnel Manager to provide initial support, advise and guidance on all personnel matters liaising directly with the LA where appropriate. This includes all employment issues, disciplinary matters, employment contracts, sickness absence and payroll, etc.
- Oversee the work of the Premises and Facilities Team Lead in his role as Health and Safety Co-ordinator and Fire Officer, to ensure effective 'risk management' and that appropriate action is taken with regard to Health and Safety matters.

#### **DUTIES AND RESPONSIBILITIES**

##### **1. FINANCIAL MANAGEMENT**

- 1.1a To advise the Headteacher and Governors on financial policy, preparing appraisals for particular projects and for the development of a long term financial strategy linked to the School Strategic Plan.
- 1.1b To prepare for approval by the Headteacher and Governors the annual income and expenditure figures as part of the annual budget setting process.
- 1.1c To monitor accounts against budgets and to prepare regular management reports for budget holders including monthly reports for the Headteacher and termly financial reports for the Headteacher and Governors.
- 1.1d To use financial management information to identify areas of relative spend, assess trends and directly advise SMT accordingly.
- 1.1e To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures.
- 1.1f To monitor all accounting procedures, including:
  - (i) The ordering, processing and payment for all goods and services provided to the school.
  - (ii) The operation of the bank accounts, ensuring that a full reconciliation is undertaken at least once a month.
  - (iii) Preparation of invoices and the collection of fees and other dues.



(iv) Maintaining an assets register.

(v) Maintaining the school's Register of Pecuniary Interest.

- 1.1g To manage the year end accounting procedures, and prepare the final accounts for the Headteacher and Governors.
- 1.1h To prepare and submit all financial returns for the LEA and DfES within statutory deadlines.
- 1.1i To liaise with and provide information for the school auditors.
- 1.2 To be responsible for the provision of non-curricular support services such as Personnel and Payroll to ensure 'best value'. This will include:
  - (i) Negotiating, managing and monitoring contracts, tenders and service agreements.
  - (ii) Examining alternative ways of providing the services based on quality of service and price.
- 1.3 To maximise income generation within the ethos of the school including:
  - (i) Maximising lettings income from out-of-school hours use of facilities.
  - (ii) Securing bid-based competitive funds.
  - (iii) Submitting applications for grants.
  - (iv) Managing gifts and other donations etc.
  - (v) Securing sponsorship funding using 'commercial flair' and developing contacts.
- 1.4 To act as adviser to the Governors' Finance and General Purposes Committee, preparing meeting agendas and all relevant supporting papers.
- 1.5 To act as adviser to the School Resources Committee, preparing meeting agendas and all relevant supporting papers.

## **2. FACILITIES MANAGEMENT**

- 2.1a To be responsible for the maintenance and upkeep of the school site, the buildings and plant, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- 2.1b To be responsible for strategic property and related equipment management planning, integrated with School Strategic Plan.
- 2.1c To oversee and manage all building projects, including:
  - (i) Drawing up outline specifications for new buildings or remodelling of existing buildings.
  - (ii) Obtaining tenders and planning permission.
  - (iii) Liaison with architects, the LEA and contractors.
  - (iv) Managing the projects to a successful conclusion.
- 2.1d To be responsible for site security.
- 2.1e To be responsible for all services that relate to facilities management (eg. canteen, grounds, cleaning and other maintenance and service contracts) to ensure 'best value'. This will include:
  - (i) Negotiating, managing and monitoring contracts, tenders and service agreements.
  - (ii) Examining alternative ways of providing the services based on quality of service and price.
- 2.1f To be responsible for the direct line management of Premises and Facilities Team, including training, development and performance.
- 2.1g To be responsible for energy management and to purchase, either directly or indirectly, the school's energy supplies.
- 2.1h To be responsible for the purchase, repair and maintenance of all furniture, fixtures and fittings.
- 2.1i To manage write-off and disposal of school equipment in accordance with the school's write-offs and disposals policy.
- 2.2 To be responsible for the letting of the school premises to outside organisations, and for the development of all school facilities for out-of-school use, with particular reference to the local community.

## **3 HEALTH AND SAFETY**

- 3.1a Through effective line-management of the Premises and Facilities Team Lead, ensure that:



The school's Health and Safety Policy is formulated, monitored and implemented.

- All appropriate risk assessments are undertaken to establish hazards within the school and the associated risk involved.
- Equipment for protection against and escape from fire is installed and maintained.
- Regular fire practices and alarm and emergency lighting tests are undertaken and appropriate records kept.
- Regular equipment testing takes place.

3.1b To be aware of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.

#### **4 PERSONNEL MANAGEMENT**

4.1a Through effective line-management of the Head's PA and Personnel Manager, ensure that:

- Maintain full and comprehensive on site personnel records for all employees within the school.
- Provide support, advice and guidance on all personnel matters within the school.
- To be responsible for the recruitment, professional development and performance management of all support staff.

4.1b To provide leadership and guidance for support staff, including direct line management of:

- (i) The Finance Clerical Officer
- (ii) The ICT Systems Manager
- (iii) The Premises and Facilities Team
- (iv) The Heads PA and Personnel Manager

#### **5 PUBLIC RELATIONS**

5.1 To act as the school's media and public relations officer to promote the school to different audiences and raise the profile within the local community.

#### **6 OTHER DUTIES**

- 6.1 To be responsible for the general management of the school's administrative computer network and the implementation of appropriate Management Information and Accounting systems.
- 6.2 To provide for the preparation and production of school publications, including the School Prospectus, the Staff Handbook and the School Calendar.
- 6.3 To be responsible for the maintenance, upkeep and use of the school minibus.
- 6.4 To act as the school's Educational Visits Co-ordinator.
- 6.5 To act as Company Secretary to ICHS Development Ltd (The school's Charitable Trust).
- 6.6 To carry out any other duties as may reasonably be requested.