

Everybody Excelling, Everyday. No Excuses!

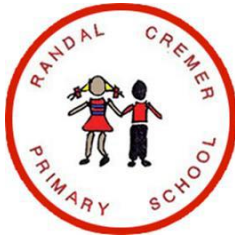
<b>Job description:</b>	Business Manager
<b>Reporting to:</b>	Head Teacher
<b>Salary:</b>	P07
<b>Hours:</b>	36 Hours per week/All year round
<b>Duration:</b>	Full Time/Permanent

### **Key Objectives for the role:**

- Reporting to the senior leadership team, playing a key operational and strategic role in the management of service delivery.
- To optimise effectiveness of the strategic use of school resources
- To provide professional leadership and management to the support services of the school, enhancing effectiveness, success and improved efficiency.
- To promote the highest ethical business standards for the administrative function of the school and ensure the most effective use of resources in support of the schools learning objectives.
- Assist with securing the future expansion and sustainable development/operation of the school as it grows as a centre of excellence.
- Act as a prime deliverer/partner for income generation and partnership developments
- To ensure the schools Management Information System is developed in line with the school's needs.

### **Main Duties and Responsibilities:**

- Function as a member of the Senior Leadership Team, (SLT)
- Attend full meetings of the Governing Body, and become a significant contributor to the agenda. Secure and support the governance process and reporting/accountability to Governing Board.
- Plan, manage and deliver "fit for purpose" business and office services, functions and systems that support the effective delivery of teaching and learning.
- Manage and direct the work of all administrative and building staff as part of the provision of the organisational and resources framework for the school.
- Be responsible for financial planning, analysis, management and control
- Prepare regular management accounts for budget holders and to report on the financial state of the school to the governors.
- Be responsible to the headteacher for the financial administration of all school monies for the drawing up of budgets. Act as a senior staff representative on the Governors finance sub-committee helping the chair to draw up agenda's.
- Asset management, Facilities management, built environment.
- Provide leadership/guidance for support staff, including direct line management
- Be responsible for procurement, value for money and contract management.



Everybody Excelling, Everyday. No Excuses!

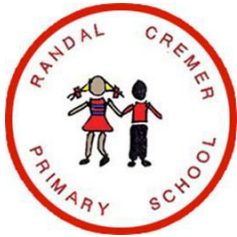
- Communications, delivering positive and accurate information to all stakeholders (website, newsletters etc)
- Management of related personnel within the function and wider HR oversight.
- Be responsible for the recruitment, professional development, appraisal and training of catering, premises & admin staff.
- Be responsible and take the lead for the school on Risk assessment and the management of health and safety across the school.

### **Leadership & Strategy**

- Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- In the absence of the Head Teacher, be the delegated responsible official in the school for Financial, HR and other business management decisions
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage extended school support staff

### **Finance:**

- Prepare & Manage budgets:
  - To implement the financial decisions of the Head, SLT and Governing body
  - To seek agreement on budgets with senior managers, to monitor accounts against budgets and prepare the schools delegated budget for the approval of the governors.
- Financial reports and returns
- Final Accounts and liaison with the auditors – To provide all information required by the internal auditors and implement any recommendations.
- Management Accounts
- Cash flow
- Maximise income generation and receipt from grant funding and related sources. Identify and develop new funding streams and writing bids to secure extra funding for the school.
- Accounting systems and procedures – To monitor all accounting procedures and resolve problems, including:
  - The ordering, processing and payment of goods and services provided to the school.
  - The operation of all bank accounts, ensuring that full reconciliations are undertaken at least once a month.
  - Preparation of invoices and collection of fees and other dues.
  - Maintenance of the register of pecuniary interest.
- Financial controls: To be responsible for the financial management of any new major projects and play a significant role in any project management undertaken at the school.
- Financial analysis, costing, cost effectiveness



Everybody Excelling, Everyday. No Excuses!

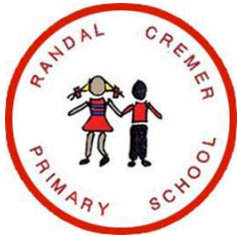
- Maintaining the Asset Register
- To ensure that the school meets all statutory and legal requirements concerning information and financial management and to liaise with auditors and other external organisations.
- To be responsible for maintaining the SFVS standard approval
- To oversee and ensure up to date staffing figures are kept in relation to salaries for staff.
- To attend the Governing Body meetings and governors finance sub-committee and present financial management reports.

### **Human Resources:**

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Be responsible for the recruitment, performance management, appraisal and development for all support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- To manage and authorise staff absences.
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the school's strategic objectives and obtain information for workforce planning
- Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

### **Communications and partnership development:**

- Develop and roll out a strategy for marketing the school
- Innovate in locating/creating potential Income sources
- Design and deliver proactive communications, delivering positive and accurate information to all stakeholders
- Develop and manage website
- Develop key networks and partnerships to promote the school
- Produce and develop supporting plans
- Develop extended school facilities and lettings with particular reference to the local community



Everybody Excelling, Everyday. No Excuses!

- Be responsible to the Head for the provision and management of Reception, Administration, Reprographic and catering service

**Procurement:**

- Competitive & effective use of bidding system & Contracts ensuring value for money and cost effectiveness
- Specification and management of service contracts

**Systems and support:**

- Set up and maintain appropriate Management Information Systems and Records
- Administration procedures, ICT facilities, reprographics and communication systems
- Complete and submit statutory and related reporting returns

**Risk Management:**

- Risk Management for emergency protection and loss prevention
- Health and safety compliance, risk assessment and management
- Insurance & certification requirements

**Facilities and Estate Management:**

- Facilities contractors liaison and co-ordination
- Manage the contract for the grounds services
- Manage & maintain in-house Cleaning Service
- Contribute to the development of the schools premises and resources, ensuring that levels of cleanliness, presentation and maintenance are high and continue to be raised.
- Efficient operation of all facilities and building on the property
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Building works and projects
- Security maintenance
- Manage and maintain an in-house Catering service.
- Organise the work of the school keepers.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
- Transport/Vehicle Fleet

**Staff Line Management:**

- Provide Leadership, motivation, support and control to business support staff
- Recruitment, professional development, supervision appraisal and training of support staff within line management.



Everybody Excelling, Everyday. No Excuses!

**Governance:**

- Support Governing Board, and become an active participant in meetings
- Deliver key reports to Governing board