



Business Manager (Option 2) **JOB DESCRIPTION**

Salary range – Point 40 – 46 (£46,458 - £56,649 FTE, Actual salary for 22.5 hours per week, term time plus 4 weeks is £26,459 - £32,263)

PURPOSE OF JOB

To secure excellent achievement and progress for all students by securing financial compliance, stability and security of the school and overseeing the provision of the business and finance, HR, facilities and risk management, sustainability, IT and administrative functions of the school. To manage the school's financial systems including maintaining and monitoring the school's funds and ensuring compliance with the school's Financial Manual at all times.

KEY JOB OUTCOMES

Finance and Business Strategy

1. To ensure the School makes the best possible use of resources through effective strategic planning and rigorous financial management.
2. To produce timely and fully costed business proposals as required.
3. To negotiate, manage and monitor business contracts with external providers and Service Level (SLAs) Agreements, ensuring compliance with the School's Best Value principles.
4. To function as a positive member of the Senior Leadership Team, attending and contributing to Leadership Meetings ensuring that decision making is part of a shared process.
5. To ensure effective risk management in implementing Health and Safety related legislation across the whole School including outsourced services
6. To attend Governors' meetings as required and all appropriate sub committees, advising governors where appropriate.
7. To set financial objectives and strategy and advise Governors on strategic financial three year plans in line with the School Development Plan.
8. To advise Governors on financial risk management.
9. To ensure rigorous monitoring of expenditures by reporting to Governors' committees through regular management reports.
10. To maintain, monitor and develop effective business partnerships with external agencies.
11. To develop an Asset Management Plan and ensure that it is up to date at all times.

Finance & Business Management

1. To plan, prepare and agree the annual budget in conjunction with the Headteacher and report on progress to the Finance committee.
2. To develop systems to support development of the annual budget e.g. curriculum costing, effective staff deployment, salaries modelling, resources allocation, etc.
3. To undertake tender preparation, specification, evaluation and monitoring in line with the School's Scheme of Delegation.
4. To oversee the preparation, for approval by the Governing Body, the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To oversee the preparation of regular management accounts for budget holders and to report on the financial position of the School to the Governors.
5. To be responsible for the Finance functions to ensure delivery and continuous improvement of financial and management accounting, purchasing, banking, income collection and payment to suppliers, insurance arrangements and production and analysis of relevant financial reports.
6. To research, procure and implement new financial systems to improve efficiency and streamline financial functions.
7. To be responsible for the management of the school's accounting function. To ensure its efficient operation according to agreed procedures, and to write, maintain & review those procedures. To monitor all accounting procedures, payments and accounts processes including:
 - a. External payments systems namely BACS and parental payments for educational visits etc

- b. Processing of orders and punctual payment for goods and services provided to the school
 - c. Ensuring balancing and closing off of all accounts is undertaken monthly
 - d. Reconciliation and monitoring of payroll reports and systems
 - e. Organising and maintaining an accurate Assets Register
 - f. Preparation of invoices and collection of income
 - g. The effective management of all bank accounts
8. To oversee the management of the School's financial position at an operational level and advise at a strategic level including:
 - a. Management of cash balances and monthly cash flow
 - b. Management of VAT claims to HMRC
 - c. Arranging appropriate dispensations such as PAYE & taxable benefits
 - d. Identification of opportunities for improving value for money
 9. Ensuring compliance with relevant legislation and regulations.
 10. To be responsible for the provision of a comprehensive payroll service for all School staff.
 11. To be responsible for the effective management of pension contributions by teachers and support staff.
 12. To identify additional sources of funding and the successful completion of relevant applications for Capital and other grants in collaboration with the Headteacher.
 13. To be responsible for the appointment of external auditors through detailed specification and evaluation.
 14. To oversee the maintaining and monitoring the internal financial control systems and work closely with appointed auditors, ensuring adequate planning and preparation for the audit cycle has taken place.
 15. To provide advice on any changes to financial regulations, revising the Financial Manual in respect of the same, and ensure compliance as necessary.
 16. To provide regular detailed accounts for the Governors and Headteacher, reporting immediately any exceptional problems.
 17. To provide all financial returns for the EFSA within the statutory deadlines.
 18. To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school ensuring that appropriate cover is in place and reviewing and monitoring arrangements. Implementing the approved insurances and handling any claims that arise.
 19. To advise the Governors on investment and financial policy, preparing appraisals for particular projects, and to assist them in the development of a business plan (long term financial strategy) for future developments of the School.
 20. To lead the business and administration areas of the School and provide professional leadership to support staff to ensure they deliver and maintain a high quality learning environment for staff, students through efficient, effective and customer focused support, systems and policies and procedures.
 21. To be responsible for the arrangements of the School Catering facilities.
 22. To represent the Headteacher at meetings as required

Managing the school's Human Resources records and contracts

1. To lead and manage the recruitment process for support staff in accordance with the Safer Recruitment guidelines.
2. To be responsible for the professional development and training of support staff to ensure they are adequately equipped to enhance the teaching and learning experience of all children.
3. To lead and oversee the Performance Management of support staff and to carry out annual appraisals of the direct reports as identified in the organisation structure.
4. To provide and comply with advice on employment legislation in conjunction with the HR provider
5. To provide leadership and guidance for support staff
6. To provide advice and support to the Headteacher on complex HR issues in conjunction with the HR provider.
7. To lead and advise on the sickness absence monitoring of all staff.
8. To monitor for management of the school's Single Central Record ensuring that it is accurate and up to date at all times.

9. To monitor the administration of enhanced DBS checks for all new staff.
10. Ensure that statutory requirements for Safer Recruitment are met.
11. Responsible for overseeing staff sickness and leave of absence records and enforcing the school's Attendance at Work policy and procedures as appropriate.
12. Responsible for maintaining a fully GDPR compliant and efficient staff filing system.
13. Responsible for resolving all staff queries relating to employment and salaries, seeking expert advice if necessary.
14. Responsible for creating and distributing Teacher Salary Statements on an annual basis.
15. Manage all staff contracts and action any authorized changes as required, ensuring that appropriate HR and payroll procedures are correctly carried out.
16. Advising SLT on any pay and conditions queries and any changes to HR policy.

Site and Facilities Management

1. To have delegated responsibility for health and safety in school including responsibility for ensuring the Health and Safety Policy is relevant, up to date and is complied with.
2. To advise on health and safety issues and completion of risk assessments
3. To line manage and delegate key operational functions relating to site management to the Site Manager.
4. To advise the Site Manager on maximization of income from lettings and community activities.
5. To oversee the provision and monitoring of buildings maintenance services through consultation with the Site Manager.
6. To negotiate and instruct consultants, surveyors, architects and building contractors in conjunction with the Headteacher
7. To project manage complex building projects and advise on Asset Management planning.

Administration

1. To be responsible for the line management of the School's administration service ensuring that the relevant managers and their staff provide an effective, efficient, reliable and accurate service with regard to; school office functions, student services, IT functions, lettings, marketing and public communications, liaising with parents, visitors and external links.
2. Ensure accurate and up to date student and staff records and ensure security of all personal information.
3. To be the School Educational Visits Co-ordinator.
4. To work directly with the school's Data Protection Officer to ensure that the school is GDPR compliant at all times.
5. To oversee the school's website and ensure that it is compliant at all times.
6. To be responsible for marketing the school in the local area to ensure that it is the school of choice.

General Responsibilities

1. Maintain Health and Safety standards.
2. Maintain confidentiality and professional conduct at all times.
3. Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
4. Make a positive contribution to the formulation of the School Improvement Plan and implement policies, ensuring that all staff comply with them, in all areas of school life.
5. Actively organise and participate in activities connected with the School.
6. Develop effective working relationships with professional colleagues, and maintain appropriate professional boundaries in relationships with children.
7. To undertake a 30 minute duty each week.
8. Develop own professional knowledge, skills and understanding through active participation at meetings and training.
9. Carry out any other duties commensurate with post and responsibilities as reasonably directed by the Head Teacher.