

## **Business Manager – Job Description**

Grade: 6

Salary: Point 22 – 29 £27,041 - £32,910 (pro-rata)

### **Job Purpose:**

- To be a full member of the School Development Team
- To give strategic vision and leadership to all aspects of the budget, finance, and premises
- To lead, operate, maintain, and develop the financial procedures and systems of the school, in co-operation with the SLT and Governors
- To be responsible for the management of the school site and its buildings, their maintenance, development, and efficient use
- To function as line manager for non-curriculum support staff
- To liaise with other stakeholders
- To be responsible to the Headteacher

### **Finance**

Working with the Headteacher, the School 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 School Business Manager specific responsibilities:

- To advise the Head and Governors on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
- To prepare for approval by the Head and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the governors.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the management team accordingly.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting regular termly reviews.
- To monitor all accounting procedures and resolve any problems, including:
  - the ordering, processing and payments for all goods and services provided to the school
  - the operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once a month
  - maintaining an asset register
- preparation of invoices and collection of fees and other duties instigating legal action where necessary to recover bad debts

- To prepare all financial accounts as necessary and to liaise with the auditors. To provide detailed management accounts for the Governors, headteacher and Management team according to an agreed schedule, reporting immediately any exceptional problems.
- To monitor the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
- To prepare all financial returns for the DfE, Local Authority and other central and local government agencies within statutory deadlines.
- To maximise income generation within the ethos of the school.
- To be the point of contact with the DfES and other agencies with regard to grant applications, gifts, and other donations.
- To be responsible for securing bid based competitive funds by effective use of bidding systems and contacts.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services.
- To purchase, either directly or indirectly the school's energy supplies.
- To be responsible for the arrangements for school facilities including:
  - transport
  - lettings
- To be responsible for:
  - seeking professional advice on insurance and advising the governors on appropriate insurances for the school
  - implementing the approved insurances and handling any claims that arise.

## Premises

In conjunction with the Headteacher, the Finance and Resources Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fixtures, and fittings of the school through liaison with the Site Services Officer and the Property Officer.

Specific responsibilities include:

- To be responsible for:
  - Maintenance of the school site and buildings
  - Preparation of maintenance schedules and the efficient operation of all the facilities on the property
  - Installations and plant for lighting, heating, water etc
  - Security of site
  - Upkeep of playing fields, gardens, and land drainage
  - Maintenance of boundaries
  - Purchase, repair and maintenance of all furniture and fittings
  - Development of all school facilities for out of school use, with particular reference to the local community

- Implementation of risk management and loss prevention strategies in the school to reduce insurance costs
- To monitor and implement the school's Health and Safety Policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- In co-operation with the Fire Service to be responsible for the installation and maintenance of equipment for protection against and escape from fire
- To know about:
  - Health and Safety issues specific to the school and how they relate to students, staff, visitors, and contractors
  - Elements of fire safety and the associated risks to the school through the process of risk assessment
  - Risk assessment tools and how to use them to establish hazards within the school and the associated risk involved
  - Importance of a disaster recovery plan and its place within the management procedures of the school
- To draw up outline specifications for premises improvements, obtaining tenders and planning permission through liaison with the property officer, liaison with building contractors
- Monitor and oversee the quality of work by on-site contractors
- Deal with the day to day arrangements relating to; school services, building cleaning, catering, ground maintenance, with minimum referral to the Headteacher.

## **Health and Safety**

In partnership with the health and Safety Co-ordinator at the LA and the Headteacher, the Finance and Resources Manager will advise staff and report to the Governing Body on Health and Safety issues. Specific responsibilities include:

- Formulate, monitor, implement and review the school's Health and Safety policy including the introduction of all risk assessment procedures.
- In co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire.
- Maintain records of and to initiate regular fire practices and alarm tests.
- Advise on all Health and Safety matters including measures in the event of emergencies.
- Liaise with appropriate City Council Health and Safety Officers providing information and seeking advice, as necessary.

## **Administration and Marketing**

The Finance and Resources manager will be responsible for those aspects of administration and management of the school, which do not relate to the teaching, supervision, and pastoral care of pupils. Specific responsibilities include:

- Ensure the efficient and effective running of the general office as one of the school's main points of public contact, as well as the centre of daily administration.
- Motivate and facilitate teamwork and good practice in order to achieve excellent standards of delivery.

- Act as system manager for the administrative computer network.
- Manage SIMS modules giving guidance to other users. Ensure back up of data.
- To be responsible for all statutory and statistical returns and that they are completed as appropriate.
- Provide for the preparation and production of school publications.
- Promote the school and be responsible for improving the school's relations with parents, employers, and the local community.
- Ensure and transmit positive images of the school's ethos and practices.
- Assist in the design and implementations of strategies for development and change as and when required.
- In response to the School Development Plan, initiate review of policies and activities within the establishment relating to matters such as staffing, administrative procedures, budgetary control, finance, and IT implications.
- To manage the admin function including the administrative ICT facilities, school reception, reprographics, records, and telephones.
- To provide advice to the Headteacher, management team and governors on admissions and appeals policy.
- To contribute to the promotion of the school to different audiences and raise its profile within the local community.

## Personnel Management

The Finance and Resources manager will in partnership with the headteacher, provide leadership and guidance for all non-curriculum support staff, including direct line-management responsibility of administrative and clerical support staff and liaison with catering contractors. Specific responsibilities are:

- To be responsible for:
  - General personnel matters relating to staff
  - The preparation of paperwork to HR in relation to pension, contract, medical and CRB checks for new staff
  - The maintenance of confidential staff records and to ensure that staff records held in the school are kept confidential
  - All staff contracts and the co-ordination of the administration for staff recruitment.
- To provide leadership and guidance for support staff, including direct line management responsibility for Clerical and Administration, non-curriculum, technicians and premises and maintenance.
- To be responsible, where appropriate, for the recruitment, professional development, appraisal, and training of above staff.
- To liaise with those agencies providing support services at the school e.g. catering
- To give advice to governors on:
  - Salaries and expenses
  - Maternity and sickness procedures
  - Redundancy and other matters of dismissal
  - Policies needed to comply with legislation concerning employment protection, equal pay etc and the implementation of policies in school.



- Deal with any initial disciplinary/welfare issues within the school admin function with minimal referral to the Headteacher and school governors, until reporting on the issue becomes necessary.
- To attend employment tribunals, as necessary.

## **General duties**

- Lead and advise the leadership group on matters relating to financial and administrative management, personnel management, premises management and Health and Safety.
- As a member of the Leadership team, contribute to the formation of policy and planning and to be responsible for leading and implementing on assigned matters.
- Attend all main governing body meetings and assist the Chair for sub-committee for Finance and General purposes.
- Take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.
- Provide support as relevant to the Headteacher and Senior Leadership Team.