

TUDOR COURT PRIMARY SCHOOL

JOB DESCRIPTION ~ BUSINESS MANAGER (CFO)



Grade	Band 8
Reports to	Head Teacher
Liaison with	Head Teacher, Deputy Head Teachers and Governors
Job Purpose	<ul style="list-style-type: none"> To give strategic vision and leadership to all aspects of budget, finance and premises To lead, operate, maintain and develop the financial procedure and systems of the school, in co-operation with the Leadership Group and governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained To plan strategically to ensure the efficient use of resources including income generation. To think strategically; to be innovative and entrepreneurial; to anticipate problems; to highlight issues and devise possible solutions; to stay abreast of legislation, policies and practices which might or would affect the School; to advise the Head Teacher, Governors and staff on matters pertaining to all aspects of the role To be responsible for the school site and its buildings, their maintenance, development and efficient use. To function as line manager for identified site and admin staff Play a central and creative role in the Leadership Team To liaise with the relevant members of EFSA and prepare the accounts for the Academy
Duties	<p>General</p> <ul style="list-style-type: none"> To lead and advise the Leadership Group on matters relating to finances, Human Resources, estates and Health and Safety To attend finance Governing Body meetings and assist the Chair in preparing papers for meetings To take delegated responsibility for financial and premises decisions following appropriate discussions with the Head Teacher To deputise for the Head Teacher as required in relevant fields of expertise To play a significant part in appropriate supervision and education of students <p>Health and Safety</p> <ul style="list-style-type: none"> To formulate, monitor, implement and review the school's Health and Safety policy including all Risk Assessment procedures To advice staff as appropriate To report to governors on Health and Safety <p>Premises</p> <p>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 Site Manager.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> Taking the lead on compiling and implementing a Premises Development Plan including energy conservation Through regular contact with the premises staff ensuring the proper maintenance and repair to the school is carried out and progress monitored Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering Advising on all Health and safety matters including measures in the event of emergencies Appraise projects for the development of the school To be responsible to the Head Teacher for the security, maintenance, heating, cleaning and other general site services within the premises To deal with all external agencies delivering services to the school and to deal with all aspects of tendering, including Compulsory Competitive Tendering To be responsible for liaison with Site Manager regarding letting of the school premises to outside organisations and school staff, the development of all school facilities for out of school use with particular reference to the local community Purchase, repair and maintenance of all furniture, equipment and fittings To monitor the work of on-site contractors and arrange estimates for work. To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims To monitor and oversee the quality of work by contractors, the site team and cleaning staff, reporting to governors, as appropriate

<p>Duties</p>	<p>Financial Working with the Head Teacher, the Business Manager, in their capacity as CFO 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 specifically responsible for:</p> <ul style="list-style-type: none"> • Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems • Ensuring accurate financial records are maintained and reported on a regular basis to the Head Teacher and governors • To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the academy are observed • Preparation for approval by governors of annual estimates of income and expenditure. The provision of detailed management accounts for the Governors and Head Teacher according to an agreed schedule, reporting immediately any exceptional problems • The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. • Manage the school's financial IT package, giving guidance to other users • To use financial management information especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the School Leadership Team accordingly • To prepare appraisals for particular projects and the development of long term initiatives for the school • To co-operate, initiate and manage audit procedures as necessary • Attend Governing Body Financial Committee meetings and support in the maintenance of minutes and setting the agenda • To prepare all financial returns for the ESFA, LA and other central and local government agencies within statutory deadlines • To lead on writing of bids for funding as required • Managing the tendering for all service contracts; monitoring all insurance policies with a view to cost effectiveness • 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 • Monitor the standard and cost effectiveness of the school's catering arrangements in conjunction with the catering manager within agreed performance indicators • To be responsible for the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions <p>Personnel</p> <ul style="list-style-type: none"> • To maintain confidential staff records • To line manage Premises and Admin staff • To be responsible for the professional development, appraisal and training of all Premises staff • To advise Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in School <p>Administration and ICT 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; To co-ordinate planning for effective and efficient provision of administrative IT resources at the school including hardware/software</p>
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade