

Job Description

Job Title	Business Manager
Grade	Band 4 mid - top
Reports to	Headteacher
Responsible for	<ul style="list-style-type: none"> Finance Officer Midday Assistants
Liaison with	Headteacher, CFO, other staff, parents, visitors, external agencies, governors, Trust Board
Job Purpose	<ul style="list-style-type: none"> Working with the Headteacher to ensure that the school meets its educational aims To promote the highest standards of business ethos within the finance function of the school, ensuring the most effective use of resources in support of the school's objectives Overview of the financial resource management and Health & Safety management of the school
Duties	<p>Leadership & Strategy</p> <ol style="list-style-type: none"> 1. Attend full Governing Body and appropriate Governors' sub-committee meetings as required 2. Provide reliable and relevant information as required to enable decision making within the school's Senior Management/Leadership Team 3. Plan and implement change in accordance with the school development/strategic plan <p>Financial Resource Management</p> <ol style="list-style-type: none"> 1. Working in conjunction with the CFO, discuss, negotiate, prepare and provide a realistic and balanced school budget 2. To submit the proposed budget with the CFO to the Headteacher, Governors and Trust Board for approval and assist the overall financial planning process 3. Develop process measures that are affordable and that will enable value for money decisions for those managing resources 4. To be responsible for line managing staff within finance and midday support 5. Use the agreed budget to actively monitor and control performance to achieve value for money 6. Identify and inform the CFO, Headteacher and Governors of the causes of significant variance and take prompt corrective action 7. Propose revisions to the budget if necessary, in conjunction with the CFO in response to significant or unforeseen developments 8. Provide ongoing budgetary information to relevant people 9. Advise the Headteacher, Governors and Trust Board if fraudulent activities are suspected or uncovered 10. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets 11. Identify additional finance required to fund the school's proposed activities 12. Seek and make use of specialist financial expertise 13. Maximise income through lettings and other activities 14. In conjunction with the CFO present timely and fully costed proposals, recommendations or bids 15. In conjunction with the CFO put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules 16. Working closely with the CFO to monitor the effectiveness and

	<p>implementation of agreements</p> <p>17. Oversee the payroll service for all school staff including the management of pension schemes and associated services as required</p> <p>Property Management</p> <ol style="list-style-type: none"> 1. To liaise with PFI providers regarding the maintenance of the school site including the purchase and repair of all furniture and fittings 2. Ensure the continuing availability of equipment 3. Monitor, assess and review contractual obligations for outsourced school services 4. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided 5. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements. 6. To manage the evening lettings staff. 7. Work with the CFO to seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly. 8. Negotiate contracts on behalf of the school for utilities, services and equipment as necessary. <p>Health & Safety</p> <ol style="list-style-type: none"> 1. Liaising with PFI Partners relating to all areas of Health & Safety
General	<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 Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
Business Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in a finance role within a school setting – desirable Experience of working in a finance role within a school setting – desirable Business Manager or Finance qualification - desirable
	Knowledge of relevant policies and procedures	Knowledge of financial procedures and regulations - desirable
	Literacy	Excellent reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use word processor, databases and other IT applications
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail Ability to work on own initiative
	Line Management	Ability to lead and motivate a team in a positive and successful way

	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others

