

Job Description

Job Title	Business Manager (Senior Leadership Team Member)
Grade	Scale 9, points 29 - 33
Reports to	Headteacher
Liaison with	Teaching staff, support staff, pupils, 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 • To be responsible for the school site and its buildings, their maintenance, development and efficient use. • To function as line manager for admin staff, kitchen staff, the cleaners and the Site Manager • To support the Headteacher in all matters relating to HR • Play a central and creative role in the Leadership Group • To play a leading role in ensuring compliance with safeguarding and data protection • To liaise with the relevant members of the Local Authority and funding bodies
Duties	<p>General</p> <ul style="list-style-type: none"> • To lead and advise the Leadership Group on matters relating to finances, HR, estates, data protection and Health and Safety • To attend all key Governing Body meetings and assist the governors responsible for finance • To take delegated responsibility for financial and premises decisions following appropriate discussions with the Headteacher • To deputise for the Headteacher as required in relevant fields of expertise <p>Financial</p> <p>Working with the Headteacher, the Business Manager (BM) 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. More specifically they will be responsible for:</p> <ul style="list-style-type: none"> • Ensuring the school has appropriate financial systems and managing all aspects of the systems in accordance with agreed policies; ensuring accurate financial records are maintained and reported on a regular basis to the Headteacher and governors; • Ensuring that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the LA and school are observed;

- Operating the school bank account, ensuring that a full reconciliation is undertaken at least once per month;
- Co-operating with and managing audit procedures as necessary
- Attending Governing Body meetings when required
- Preparing financial returns for the DfE, LA and other central and local government agencies within statutory deadlines;
- Managing the tendering for all service contracts;
- Monitoring all insurance policies, including staff insurance, with a view to cost effectiveness: and ensuring that the school maximises its potential from the LA;
- Submitting capital bids to the LA, monitoring and controlling capital expenditure on buildings and grounds, placing contracts and appointing and monitoring contractors;
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets;
- Managing income and expenditure on behalf of the DEEP consortium and providing regular financial reports for DEEP Headteacher meetings.

Human Resources

The BM will provide a comprehensive personnel and HR service in liaison with the Headteacher and the school's HR advisors. More specific duties include:

- Line management of all non-classroom-based support staff, with the exception of the midday assistants;
- Assisting the Headteacher with the regular review of staffing structure and other general HR functions, such as the maintenance of job descriptions, ensuring that they meet changing needs;
- In liaison with the Headteacher, planning and managing the recruitment, selection and appointment procedures for all teaching and support staff, including all pre-employment checks, i.e. DBS clearance and medical screening;
- Management of induction procedures for all new staff, and ensuring that probationary procedures are carried out in a timely and effective way;
- Advising the Headteacher, Governors and other managers on matters relating to pay, conditions of employment and pensions, together with the application of the school employment policies;
- Ensuring staff personal record files are properly maintained and secure and that data is handled in accordance with statutory provisions and school policies;
- Assisting the Headteacher in managing staff absence and providing suitable cover;

- Liaising with the school's payroll provider, maintaining the provider's secure data platform and ensuring that all payroll entries are made in a timely and accurate fashion;
- Taking responsibility for all administration associated with the appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts;
- Maintaining the Single Central Record, ensuring that the information contained in it is accurate, up-to-date and complies with current statutory guidance.

Health and Safety

The BM will act as the school's Health and Safety Coordinator. Duties include:

- The formulation, monitoring, implementation and review of the school's Health and Safety policy including all Risk Assessment procedures, including fire, legionella and asbestos;
- Giving advice to staff as appropriate;
- Reporting to governors on Health and Safety;
- In co-operation with the school's appointed fire contractor, overseeing the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.

Premises

Working with the Headteacher, the BM will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school. Specific responsibilities include:

- 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 hygiene;
- Appraising projects for the development of the school;
- Taking responsibility for the administration relating to any lettings 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;
- Monitoring the work of on-site contractors and arranging estimates for work;
- Ensuring the best use is made of premises personnel and monitoring their allocation of hours and pay claims.

	<p>Catering The BM will be responsible for the management of the catering facility. Duties include:</p> <ul style="list-style-type: none"> • Monitoring the standards and cost effectiveness of the school's catering arrangements in conjunction with the Catering Manager within agreed performance indicators; • Preparing and monitoring the budget; • Preparing monthly and year end Trading Accounts; • Monitoring menu preparation and the general administration of school meals; • With the assistance of ECC Catering Services, ensuring that all H&S regulations and food standards are met. <p>Administration and ICT The BM 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;</p> <ul style="list-style-type: none"> • Co-ordinating and planning for the effective and efficient provision of administrative IT resources at the school including hardware/software; • Managing 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; • In liaison with the Headteacher, managing the efficient and effective running of the school's After-school and Breakfast Clubs; • Maintaining a current policy schedule and ensuring that all policies are updated when required. <p>Data Protection The BM will take the lead for all Information Governance issues and communications, ensuring that the school complies with all current data protection laws, including the General Data Protection Regulations 2016. Responsibilities include:</p> <ul style="list-style-type: none"> • Maintaining and providing guidance on corporate policies and all other Information Governance (IG) systems within the school; • Identifying and reporting IG issues and concerns; • Being the key point of contact for staff on data protection issues; • Reporting to the Information Governance Board.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of

	<p>learning, development and training opportunities in discussion with line manager.</p> <ul style="list-style-type: none">• 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
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Person Specification Business Manager (LGM)	Detail	Desirable
Qualifications & Experience	Specific qualifications & experience	An appropriate school business management qualification Successful management experience Successful accounting experience working in school financial environment An understanding of primary school ethos
	Knowledge of relevant policies and procedures	A detailed working knowledge of a financial system A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Good pass in English GCSE (or equivalent)
	Numeracy	Good pass in Maths GCSE (or equivalent) The ability to prepare, monitor, evaluate and review the budget Preparation, understanding and interpretation of all financial data
	Technology	Thorough working knowledge of ICT and the software relating to finance.
Communication	Written	Ability to complete complex returns, write complex letters and reports.
	Verbal	Ability to exchange complex information clearly and sensitively. Ability to address the SLT (Senior Leadership Team) and Governing Body
	Languages	Ability to exchange complex information clearly and sensitively. Ability to address the SLT and Governing Body
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges.
Working with children	Behaviour Management	Understand and implement the school's Behaviour Management Policy, as required.
	Curriculum	Basic understanding of the learning experience provided by the school in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the importance of physical and emotional wellbeing
	Relationships	The ability and personal qualities to motivate staff The ability to receive as well as give constructive advice
	Team work	Ability to work well in a team, both as a member and leader
	Information	Develop and implement effective systems to share and safeguard

		information.
Responsibilities	Organisational skills	Experience of strategic planning activities and the development of business plans Experience of financial planning, financial management and budgetary control within an organisation Have the ability to plan at both the tactical and strategic level
	Line Management	Experience of leading, managing and motivating a team of staff Offer dynamic and effective leadership
	Time Management	Be well organised, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently.
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Excellent understanding of Health and Safety.
	Child Protection	Understand and comply with Child Protection procedures.
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace