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| **JOB DESCRIPTION** | |
| **Post title:** | Business Manager 4 |
| **Grade:** | Grade 11 pt 40 – pt 44 |
| **Hours:** | 37 hours per week |
| **Responsible To:** | Headteacher |
| **Staff Responsible For:** | Business Support Team, Site Team |
| JOB PURPOSE**: The main objectives to be achieved by the Post holder** | |
| This is a crucial, strategic role in the running of the school. The Business Manager is a member of the Senior Leadership Team. The main duties relate to administrative, financial, personnel, health & safety, and premises related matters, however flexibility and a willingness to undertake other duties of a similar nature is crucial, as is the ability to maintain confidentiality. | |
| **Accountabilities/Responsibilities – appropriate for this post:** | |
| **Finance**   * To prepare for approval by the Headteacher and Governors, the annual estimates of income and expenditure within standing orders and financial regulations. To obtain agreement of budgets and to monitor accounts against budgets. To prepare regular management accounts to budget holders and to report on the financial aspect of the school to the Governors. * To support and advise the Senior Leadership Team and Governing Body in relation to the financial aspects of the school. * To attend meetings as required including SLT and Governors’ Full and Committee meetings and, to provide financial advice and input as requested. * To use the Government’s benchmarking website to compare both overall expenditure/income and detailed expenditure/income against that of comparable schools in terms of size, demographics and budgets. * To use financial management information to identify areas of relative spend, assess trends and advise the SLT accordingly. * To be responsible for maintaining the Schools Financial Value Standard (SFVS) compliance. * To ensure an effective link between the school financial plan and the school improvement plan – necessary to comply with the SFVS and sustainable school improvement. * To be responsible to the management of the school accounting function, ensuring its efficient operation according to agreed procedures and in conjunction with LCC Finance Officers. * To monitor all accounting procedures and resolve any problems * Maintaining an asset register. * Preparation of invoices, taking legal advice where necessary to recover bad debts. * To liaise with, and provide all information required by, the internal and external auditors, implementing any recommendations. * To be responsible for the Unofficial School Fund, the annual independent audit and preparation of statements of income and expenditure for governors. * To prepare financial returns for the DfE, LA, and other central and local government agencies within statutory deadlines. * To make an active contribution to income generation within the ethos of the school and to explore, in a proactive manner, additional funding streams for the school. * To negotiate, manage and monitor contracts, tenders and agreements for the provision of support and extended services. | |
| **Leadership and Management**   * To have overall responsibility for the efficient and effective operation of Business Support Team and Site Team. * To ensure there is an effective appraisal system for Business Support Team and Site Team. * To have line management responsibility for the, Business Support Team and Site Team. * HR management of all staff including recruitment and selection, assistance with staff induction, deployment, training and professional development, appraisal and conflict resolution. * To formulate, monitor and implement the school’s Health & Safety Policy, to comply with the requirements of the Health and Safety at Work Act and other legislation. * To oversee the completion of the relevant paperwork for staff appointments, changes to contracts and terminations, absences, on the Oracle System, and other related forms required by the LA and DfE. * In liaison with the Headteacher oversee and monitor contracts, hours etc of all staff in school and advise the governors accordingly. * To oversee systems to ensure the school maintains up-to-date personnel records on all staff both electronically and in paper form. * To ensure compliance with GDPR and Data Protection | |
| * **Premises / Health & Safety** * To have line management responsibility for the site team. * To use the Government’s benchmarking website to compare both overall expenditure/income and detailed expenditure/income against that of comparable schools in terms of size, demographics and budgets. * Establish and manage as a delegated responsibility from the headteacher, and in collaboration with the site manager, all aspects of Health & Safety, including appropriate risk assessments and hazard identification. * Willing to study for an accredited health & safety qualification (for example, NEBOSH National Diploma or equivalent) * To oversee the maintenance of the school site and buildings in conjunction with the site manager, liaising with outside agencies as appropriate. * To oversee the records pertaining to the management of the installation and maintenance of equipment for protection against, and escape from, fire. * To oversee the records of, regular fire practices and alarm tests. To ensure emergency procedures are current and timely. * To liaise with the LA and contractors on major building projects, managing the school’s response to on-site building. * To attend Governors Premises, Health & Safety Committee meetings, providing detailed costings and prioritisation lists to enable the school to plan for future development improvements, both within the Asset Management Plan and within budget constraints. * To maintain the School Development Plan and School Improvement Plan for Premises, Health & Safety, and Accessibility. * To oversee the preparation of bids for building and environmental developments. * To oversee the purchase, repair and maintenance of all furniture and internal fixtures and fittings. * To oversee the arrangements for the letting of the school premises and to maximise the use of the extended school activity. * To act as day-to-day Premises Manager, ensuring buildings and contents are compliant with LCC’s requirements relating to inspection and maintenance schedules. | |
| **School Administration**   * To manage the administration functions and associated resources of the school. * Oversee the implementation and accuracy of appropriate management information systems (MIS). * Have a full understanding of the role of the SIMS (School’s MIS) manager. * Ensure that all data returns are submitted as required e.g. the 3 termly pupil level censuses and School Workforce Census. * Ensure all pay related elements are kept up to date to reflect pay increases and any changes to NI and Superannuation rates in order to project accurate salary commitments within the Finance package (Finance 6). * Ensure all necessary licences and permissions are obtained and readily available. * Ensure appropriate public liability and employer insurance policies are in place. * To work within school policies and procedures. * To contribute to the provision of an effective environment for Learning. * To support the promotion of positive relationships with parents and outside agencies. * To attend skill training and participation in personal/performance development as required. * To take care for their own and other people’s health and safety. * To be aware of the confidential nature of issues. | |
| **Note**: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required. | |
| **Agreed by:** SLT | |

# Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

# Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.