

Business Manager – Grade 9

Job Description

The Rose Learning Trust

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and access to promotion opportunities, as we encourage movement between our academies to give you broader work experience.

Employment details

Job title:	Business Manager
Reports to (job title):	Headteacher
To note:	<p>Supervisory responsibility:</p> <ul style="list-style-type: none"> • must be at least 10 staff across 2 or more groups • Must be full management responsibility. <p>The Business Manager will be responsible directly to the Head Teacher and will be a key member of the Senior Leadership Team (SLT).</p>

Main duties/responsibilities

Main purpose of the post

- To be a member of the Leadership team
- To provide strategic management of the school budget and financial planning
- To be the lead member of Support Staff managing all business aspects of the school.

TO BE RESPONSIBLE FOR AT LEAST 7 DISTINCT AREAS

1. STRATEGIC RESPONSIBILITY FOR FINANCE

- To solely manage, lead, operate, maintain and develop the financial procedures and systems of the school in co-operation with the Head Teacher, Chief Financial Officer, Leadership Team and Governors
- To be responsible for strategic planning of finance; ensuring that the school makes the best possible use of resources available and maximizes revenue whilst minimizing costs.
- To manage and account for the schools voluntary funds
- To advise the Head Teacher on fund-raising and 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 ensure that budgets are agreed, monitored, and reported to budget holders and Governors, highlighting any problems.
- To oversee the preparation of final accounts and to liaise with the auditors.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT/Governors accordingly.
- To negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services and explore cost saving initiatives.
- To promote the school's activities and premises with the objective of maximizing letting income, within agreed policies.
- To maximize income generated, within the ethos of the school.
- To work with all school stakeholders ensuring that professional relationships are fostered with Governors, Parents, staff and the wider community.
- To attend the Governors' committee meetings as required.

2. RESPONSIBLE FOR CATERING

- To line manage and liaise with the catering staff to ensure the efficient and effective running of the school meals service and its functions.
- To oversee the provision of healthy, nutritious and balanced meals for the school through the line management of the Kitchen staff, Catering Administrator and liaison with the Local Authority.
- Directly manage the budgets for school meals, including the Universal Infants Free School Meals budget.

3. HR

- To advise the Head Teacher and Governors on the policies needed to comply with legislation.
- To work with the Head Teacher and the SLT on the development and implementation of policies in school.
- To provide leadership and guidance for all support staff.
- To provide direct day to day line management responsibility for the Site Team, Admin Staff & Midday Supervisors.
- To work alongside the Head Teacher attending meetings and taking minutes where appropriate.
- To undertake annual performance appraisals with the Site Team, Attendance Officer, Admin Staff & Midday Supervisors.
- To manage the recruitment of teachers and support staff, ensuring procedures are carried out under the guidelines of 'Safer Recruitment' and information for necessary checks is collated appropriately.
- To liaise directly with the payroll provider via the HR portal on all staff contract changes.

- To manage the staff personnel files ensuring they comply with Ofsted requirements, data protection.
- To review the staffing structure to ensure it meets the needs of the school
- To ensure that trust policies are disseminated to staff as appropriate.

4. PREMISES MANAGEMENT

- To line manage the Site Team, (and be responsible for overseeing the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
- To oversee the purchase, repair and maintain all furniture and fittings.
- To maintain a rolling programme of repairs and maintenance and project potential capital expenditure for approval by the Head Teacher and Governors, reporting immediately any exceptional site issues.
- To lead on assessment of future projects of development and improvement of the school site.
- To deal with external agencies, delivering services to the school and to deal with all aspects of tendering and procurement procedures
- To monitor the work of onsite contractors and arrange estimates for work
- To manage, monitor and oversee the quality of work by contractors, the Site Team and cleaners and report to Governors any relevant issues as appropriate
- To be responsible for the letting of the school premises to outside organisations and for the development of all school facilities for out-of-school use, with particular reference to the local community, with regard to Extended Schools Agenda.
- To ensure the school meets current fire regulations in conjunction with the relevant regulations
- Be responsible for the asset management planning

5. RESPONSIBLE FOR HEALTH AND SAFETY

- To formulate, monitor, implement and review the schools Health and Safety policy in line with the H and S provider, including the introduction and co-ordination of all risk assessment procedures and advise staff accordingly.
- To implement risk management and loss prevention strategies in the school to reduce insurance costs.
- To work in co-operation with the fire service on the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.

6. RESPONSIBLE FOR MANAGEMENT OF DATA

- To manage and maintain the school's database system confidential files in accordance with data protection
- To manage the hardware and software for the admin network, ensuring that it meets specification requirements and is updated accordingly
- To ensure that all returns for the DfE, LA, and other central and local government agencies are submitted within statutory deadlines, including statutory SATs results and Census returns.
- To manage and co-ordinate effective systems for the collation of Pupil Assessment Data

7. STRATEGIC RESPONSIBILITY FOR THE BUSINESS FUNCTION

- To manage the efficient and effective running of the office as the school's main point of contact for all stakeholders and ensure that others are aware of their responsibilities.
- To ensure the adoption of the 'communication policy' which has regard for the mental, physical, health and safety and well-being of all stakeholders and gives consideration to the needs, pressures and problems of others
- To maintain, co-ordinate and communicate the school diary.
- To ensure that the business function meets the requirements of the school

8. RESPONSIBILITY FOR ICT

- Act as the ICT co-coordinator, managing the schools ICT contract and ICT technician working to secure the development of ICT throughout the school.
- Liaise directly with the computing subject leader in school to ensure the needs of the curriculum are met.
- Develop and maintain a rolling ICT strategy in conjunction with the Head Teacher and Governing Body.
- To organize the updating and management of the school website

The Post holder's duties must be carried out in compliance with the school's Safeguarding policies, Equality policies, Information Security policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

The post holder must always comply with the school's code of conduct.

PERSON SPECIFICATION

The Person Specification sets out the qualifications and experience required at the recruitment stage.

KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Must have SBM Qualification or equivalent level 6 i.e.BA, BSC, Degree	X	
Previous Experience managing school finances	X	
Previous experience of managing staff	X	