

## JOB DESCRIPTION

**JOB TITLE:** Business Manager  
**RESPONSIBLE TO:** Headteacher  
**Hours of Work:** 37hrs per week

### Strategic Role

- Ensure an efficient and cohesive approach to the management of Finance, Human Resources management, ICT, Premises management, Catering provision, Health and Safety and whole school administration. This is to include all matters within the management of the school which are supportive to, but do not involve the teaching function. Interpret matters of policy/procedure to ensure the school's compliance and initiate appropriate action.
- Provide professional leadership and management to associate staff and ensure the most effective use of resources in support of the school's development priorities, through effective planning, including consideration of all financial implications.
- Support, advise and assist the Headteacher in all aspects of leading and managing the school, maintaining a 'whole school vision'.

### Financial Resource Management

- Lead the financial management of the school, including responsibility for planning, preparation, monitoring and evaluation of the budget, providing advice in the long term financial planning of the school. Setting and apportioning of the Annual Budget for the coming year and be responsible for the management of expenditure from the school budget.
- Evaluate information and consult with the Headteacher and Governors to prepare a realistic budget for school activity.
- Use the agreed budget to actively monitor and control performance and control procurement to achieve value for money.
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Provide on-going budgetary information to all stakeholders as appropriate.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and use comparative data and internal information to proactively plan for the future.
- Present timely and costed proposals, recommendations or bids.
- Be responsible for the computerised financial system ensuring that there is accurate recording data relating to the ordering, scheduling, receipting and paying of goods and services, ensuring that financial deadlines are met and checking of all monthly reconciliation processes. Reconcile the school's Public Fund account.
- Reconcile the school's catering account, ensuring the Canteen is making a profit.
- Authorise all purchase invoices on Agresso and oversee all tasks carried out by the Finance Assistant.
- Ensure the preparation and presentation of all financial matters as required by the Headteacher, Schools Auditors and Governors, including SFVS requirements.
- Oversee all financial aspects of any capital projects undertaken, liaising with the T&W Council, the Diocese and its agents, where appropriate and monitor the use of VA Capital Formula balances. Prepare annual capital returns.
- Oversee the tendering and monitoring of contracted services and negotiate and put in place contracts.
- Manage and develop school income through lettings and services.
- Ensure that financial regulations are adhered to as per the school's finance manual.

### **Human Resource Management**

- Oversee all procedures related to staff recruitment and liaise with T&W Council with regard to employees' contracts.
- Act as primary link for any member of staff with ill health issues and follow guidance re referrals from T&W Council.
- Hold return to work meetings.
- Be responsible for the maintenance of staff absence and insurance schemes.
- Follow guidance from T&W Council with regard to grievances and disciplinary actions and redundancies.
- Oversee all payroll matters, including submission of reports to T&W Council.
- Ensure all personnel files are maintained in good order.

### **Administration Management**

- Ensure the smooth and efficient running of the school reception, admin and finance office.
- Prepare information and returns to central and local government and other agencies and stakeholders within statutory guidelines. Prepare Catholic Census.
- Ensure that Professional Development reviews are in place for all associate staff.

### **Line management**

- Act as the overall and ultimate line manager for all support staff.
- Act as direct line manager for all team leaders across the support staff.

### **Premises Management**

- Manage facilities including use of premises and associated income.
- Oversee all general building works and projects.
- Oversee the safe maintenance and security of the school premises.
- Manage, monitor and review appropriate site service contracts, service level agreements and school licenses.
- Ensure school services, e.g. catering, cleaning, etc. are monitored and managed effectively, in line with all school support staff functions.
- Ensure adequate school insurances are in place and advise the Governors on appropriate insurances for the school and implement and manage such schemes accordingly.

### **Health and Safety**

- Ensure that the school's Health and Safety policy is clearly communicated and available.
- Ensure that the Health and Safety policy is subject to regular review and assessment with changes implemented as necessary.
- Assist with the completion of the Annual Audit and act on any recommendations as required.

### **Governors**

- Work with nominated Governors for specific areas, such as Catering. Respond to queries and proactively inform them as appropriate.
- Attend Finance & Personnel Committee meetings, presenting papers as required.
- Ensure all paperwork for all Governors' meetings and sub-committees' meetings is maintained in good order.

### **General Support to the College**

- To prepare such reports as may be required arising from relevant aspects of the job.
- To undertake any other duties appropriate to the level of the post that may be required by the Headteacher in consultation with the post holder.
- To actively promote the values/ethos of the school acting as a positive role model to all members of the school community.
- To lead on/contribute towards all statutory and statistical returns as appropriate.
- To liaise with and establish effective working relationships with external bodies as required.