



JOB DESCRIPTION

Business Manager

37 hours per week, term time only + 2 weeks

Responsible To: Principal

Job Purpose:

Responsible for providing the Principal and Governors with effective strategic planning and leadership across several non-teaching areas of school, including but not limited to:

- Financial Management - payroll, setting and monitoring budgets including long term strategic planning, all reporting to external bodies, securing external funding, cash management, best value and best practice and probity
- Human Resource Management - leading on recruitment including Safer Recruitment and safeguarding processes, personnel issues, employment law, relationship management, payroll and HR policies and line management of ancillary staff including performance management, recruitment and selection and liaison with external bodies
- Whole school administration - To provide systematic whole school administration for the benefit of the school, including leading and managing administration team and taking strategic, proactive decisions to ensure a high-quality service
- Premises and Facilities management - Lead on management of school's facilities including legislative requirements, risk and health and safety to provide a stimulating, safe and well-kept environment

MAIN DUTIES AND RESPONSIBILITIES

1. FINANCIAL MANAGEMENT

- 1.1 Provide high quality information and recommendations for the development of the School Development Plan, using influencing and negotiation skills to plan and manage change, taking overall responsibility for financial implications of all strategic planning aspects
- 1.2 Attend Governor's Finance and Staffing subcommittee meetings, attending Senior Management/Leadership Team and full Governing Body meetings as required.
- 1.3 Ensure that the School Development Plan is fully costed and remains within budget.
- 1.4 Advise the Principal and Governors on investment and financial policy, preparing appraisals for projects and for the development of a business plan (long term financial strategy) over 3 and 5 years for the future development of the school.
- 1.5 Prepare for approval by the Principal and Governors the annual estimates of income and expenditure, undertaking day to day budget management
- 1.6 To obtain agreement of budgets and to monitor accounts against budgets. Prepare regular management accounts for budget holders and report on the financial state of the school to the governors.
- 1.7 To monitor school-based expenditure and income against the approved budget using the SIMS Financial Package, providing advice to the Principal and Governors about proposed changes to the school budget.
- 1.8 To monitor all accounting procedures and resolve any problems including, the ordering, processing and payment for all goods and services provided to the school.
- 1.9 To operate the bank accounts ensuring full reconciliation is undertaken at least once per month and that weekly BACS payment to suppliers take place.
- 1.10 To be the main point of contact with the school's payroll providers, ensuring pensions and tax matters are dealt with appropriately, providing accurate and timely overtime, leave and sickness records and reconciling payroll reports with school records monthly, identifying and resolving any issues.



- 1.11 Prepare invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- 1.12 To ensure the efficient running of the school bank accounts to comply with standards as directed by the Trust.
- 1.13 Use financial management information especially benchmarking tools to identify areas of relevant spend, assess trends and directly advise the Principal accordingly.
- 1.14 To prepare all financial returns and final accounts as required by the Trust and the DFE within statutory deadlines.
- 1.15 To be responsible for dealing with the school's rating assessment and VAT liabilities.
- 1.16 To assist in monitoring of external funds in relation to extended school status and audit any school funds with which the Business Manager does not have direct involvement such as the operation of the school credit cards.
- 1.17 To maximise income generation with the ethos of the school, including identifying suitable grant schemes, writing bids and monitoring progress of successful bids and monitoring income streams.
- 1.18 To negotiate, manage and monitor contracts, tenders and agreements for the school and to be responsible for seeking professional advice on insurance, and advising the governors on the appropriate insurers for the school. Implement approved insurances and handling any claims that arise.
- 1.19 To be responsible for the progression of the school's financial systems against the School Financial Value Standard, ensuring that the school retains Light Touch Financial Monitoring and other relevant legislative requirements are met.
- 1.20 To keep abreast through training development of Integris systems and institute changes and developments that would enhance the financial systems in the school.
- 1.21 To give advice to Principal and governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.

2. ADMINISTRATION AND PERSONNEL

- 2.1 To be responsible for general personnel matters and issuing contracts of employment.
- 2.2 To attend at Employment Tribunals as necessary.
- 2.3 To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential.
- 2.4 To advise the Principal and governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies at school.
- 2.5 To act as the main point of contact for all staff on HR matters.
- 2.6 Lead on Data Protection and Freedom of Information requirements, acting as the school's Data Officer.
- 2.7 To organise the school's administrative systems and personnel to ensure a smooth running organisation which enhances the work the school is doing to provide high quality education for its pupils.
- 2.8 To keep abreast of Integris systems and institute changes and developments that would enhance the administration and personnel systems in the school.
- 2.9 To be responsible for the development of new staff roles, including preparation of job descriptions, advertisements and recruitment after advisement from the Principal.
- 2.10 Co-ordinate all school policies, ensuring compliance with legal requirements, researching, updating and writing new policies relevant to role as necessary.

3. HEALTH AND SAFETY

- 3.1 Lead on effective risk management for Health and Safety and in the management of third-party contracts. (Covid 19 procedures and Public Health England compliance).



- 3.2 To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at work act and other legislation. (Covid 19 PPE).
- 3.3 To monitor, develop and maintain an emergency plan including power cuts, flooding, and fire, and operate the elements of the plan linked to the resource management responsibility.
- 3.4 To act as the schools Health and Safety coordinator.

4. RESOURCE MANAGEMENT

- 4.1 To identify short-, medium- and long-term priorities for investment, repair and replacement in school buildings and grounds, liaising with Rotherham Council Asset Management and external bodies as appropriate.
- 4.2 To be responsible for the installation and plant for lighting, heating and domestic hot water, cooking, ventilation etc. and for the installation and maintenance of equipment for the protection against, and escape from, fire.
- 4.3 To work with the Principal on the maintenance of the school site and the buildings; the preparation of maintenance schedules; the effective operation of all facilities on the property; and the upkeep of the site, grounds and its boundaries.
- 4.4 To manage the purchase and repair of all furniture and fittings.
- 4.5 To work with the Leadership team in ensuring a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- 4.6 Ensure ancillary services e.g., catering, cleaning, etc., are monitored and are being managed effectively.
- 4.7 Direct line management responsibility of administrative team, and offer guidance and support to premises and maintenance, ground staff, cleaners, and caterers.

5. Management Information Systems & ICT

- 5.1 Consider approaches for existing use and future plans to introduce or discard technology in the school
- 5.2 Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- 5.3 Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- 5.4 Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- 5.5 Establish systems to monitor and report on the performance of technology within the school
- 5.6 Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- 5.7 Ensure contingency plans are in place in the case of technology failure
- 5.8 Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

6. RESPONSIBILITIES

- 6.1 To provide professional leadership and management of the Business Support Team
- 6.2 To advise the principal and Governors if fraudulent activities are suspected or uncovered and ensure that systems remain robust to minimise the chances of fraudulent activities taking place.
- 6.3 To maintain and develop the ethos of Milton School and create a welcoming, professional, friendly, and collaborative environment.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves



justify a reconsideration of the grading of the post.