

SALE HIGH SCHOOL

JOB DESCRIPTION

BUSINESS MANAGER

Responsible to: Headteacher and governing body

Line Manager: Headteacher

Purpose: The business manager will enable and facilitate the strategic direction of the school in terms of finance, staffing and resource management, supporting outcomes for students, staff and stakeholders. A key purpose is the effective line management of all support staff teams in order to fully facilitate the efficient running of the school

Salary: Leadership spine L6-L9 (£45,213 - £48,687)

Hours of work: Full time. As a member of the school's senior leadership team the business manager will be expected to be flexible in their hours, attending events as requested by the headteacher.

Principal Focus:

Responsibility for the operational aspects, and advising the head on the strategic direction, of finance, HR policy and procedure, premises management, administration, health and safety, and all support services. Leadership and management of these areas must support effective teaching and learning and the ethos and direction of the school development plan. An external focus including networking and appreciation of the educational landscape is an integral part of the role.

Specific Responsibilities:

Financial Management

1. To plan, monitor and report on the annual budget to ensure a sustainable financial footing for the school over a rolling 3-5 year period
2. To ensure that the school has sound financial procedures in place and that these are followed by all members of staff, ensuring probity and the principles of public finance;
3. To ensure that controls and risks, in terms of financial management and the school's assets, are well managed
4. To report to the business committee on all aspects of finance, HR and the business management of the school
5. To carry out year-end procedures and to ensure that the annual external audit and any other audits, run smoothly and any queries are resolved
6. To ensure that CFR guidance is adhered to and that the school's annual CFR return is completed

7. To ensure that expenditure is carried out wisely and according to procedure, ensuring that any ring-fenced and capital funds are managed appropriately
8. To ensure that costs are continuously monitored and to pursue all opportunities for cost savings and recovery
9. To manage and monitor SLAs and contracts for goods and services, ensuring that correct procedures are followed where appropriate in terms of tendering and best practice in procurement
10. To engage with budget holders in the management of their budgets, providing training and support where required
11. To ensure that the school receives all the income that it is eligible for and pursue opportunities to source new funding
12. To work with the bid team to prepare and submit bids

HR

1. To advise the head teacher and governing body on all aspects of HR, including employment law, to ensure that the school acts within the remit of current legislation;
2. To maintain an external focus and maintain current knowledge and awareness of employment legislation
3. To ensure that external advice is sought where appropriate and that external bodies are consulted with when appropriate, i.e. trade unions
4. To assist in the planning and execution of staffing restructures and appointments
5. To administer and work with colleagues regarding HR procedures, in particular, attendance management, appraisal and capability, and disciplinary procedures
6. To update HR policies regularly and whenever external changes dictate
7. To ensure that HR procedures are sound and reflect best practice in terms of all aspects of staffing
8. To ensure that all support staff participate in the annual performance management cycle and that good practice is shared and promoted in this

Facilities and Community Use

1. To produce a rolling premises development plan for consideration by the head teacher and governing body
2. To ensure that the school buildings and grounds are as well maintained as possible, and that all legislative requirements are met including statutory checks and management of asbestos
3. To lead and direct the site supervisors and grounds/maintenance officer, ensuring that as much work as possible is carried out in-house within the restrictions of health and safety and good practice
4. To ensure that correct procedures are followed in terms of contractors working on site, from engagement to the work being carried out, and to plan for and manage any building or refurbishment projects
5. To promote community use and lettings income, whether managed directly by the school or through an outsourced facility
6. To ensure that the services provided by facilities management providers (cleaning, catering, etc.), are of the highest standard, represent value for money and are in-line with best practice

Support Services

1. To ensure that administration procedures are smooth, efficient, and provided electronically wherever possible
2. To ensure that administrative procedures support safeguarding and confidentiality;
3. To work with the IT Manager to agree a rolling 3 year development plan that supports the strategic direction of the school
4. To work with the governing body and clerk as appropriate to support effective and sound governance
5. To ensure that the school acts within the law in terms of data protection and freedom of information
6. To promote a professional working ethos amongst all support staff and in particular those that are 'client facing'
7. To ensure that administration procedures serve staff, students and stakeholders efficiently and appropriately

Line Management Responsibilities

Finance staff

Site staff

Administration staff

Oversight of all support staff

Health and Safety Responsibilities

All employees have the responsibility

1. To comply with safety rules and procedures laid down in their area of activity.
2. To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
3. To use protective clothing or equipment as may be provided.
4. To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
5. To co-operate with the head teacher in the fulfilment of the objectives of the school's health and safety policies.

To perform any other duties as may be reasonably required within the general scope of this post.

This job description and the allocation of particular responsibilities may be amended from time to time.

Prepared by: Jayne O'Grady

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