

## Job Description

<b>Job Title</b>	<b>BUSINESS SUPPORT MANAGER</b>
<b>Grade</b>	<b>Scale Point 8 (Point 25 – 28)</b>
<b>Reports to</b>	<b>Headteacher</b>
<b>Liaison with</b>	<b>Headteacher, SLT</b>
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• To give strategic vision and leadership to all aspects of budget, finance and premises</li> <li>• To lead, operate, maintain and develop the financial procedure and systems of the school, in co-operation with the SLT and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained</li> <li>• To be responsible for the school and college site and its buildings, their maintenance, development and efficient use.</li> <li>• To function as line manager for finance support staff</li> <li>• Play a central and creative role in the Leadership Group</li> <li>• Ensuring that the school is fully prepared to meet OFSTED financial criteria</li> <li>• To liaise with the relevant members of the Trust and funding bodies</li> </ul>
<b>Duties</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• To lead and advise the Trust Leadership Group on matters relating to finances, Premises and Health and Safety</li> <li>• To attend all Governing Body meetings (where appropriate)</li> <li>• To take delegated responsibility for financial and premises decisions following appropriate discussions with the Headteacher</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• To formulate, monitor, implement and review the school’s Health and Safety policy including all Risk Assessment procedures</li> <li>• To report to governors on Health and Safety</li> </ul> <p><b>Premises</b></p> <p>The Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Site Manager. Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>• Taking the lead on compiling and implementing a Premises Development Plan including energy conservation</li> <li>• Through regular contact with the premises staff ensuring the proper maintenance and repair to the school is carried out and progress monitored</li> <li>• Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering</li> <li>• To deal with all external agencies delivering services to the school and to deal with all aspects of tendering, including Compulsory Competitive Tendering</li> <li>• To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims</li> <li>• To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to governors, as appropriate – in liaison with the site team.</li> </ul> <p><b>Financial</b></p> <p>Working with the Headteacher, the Business Manager will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The Business Manager will be specifically responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring the school has appropriate financial systems and managing all aspects of the school’s financial systems (including voluntary funds such as School Fund) in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained and reported on a regular basis to the Headteacher and governors</li> <li>• To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both Trust and the school are observed</li> <li>• Preparation for approval by governors of annual estimates of income and expenditure. The provision of detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems</li> </ul>

	<ul style="list-style-type: none"> <li>• The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.</li> <li>• To prepare appraisals for particular projects and the development of long term initiatives for the school</li> <li>• To co-operate, initiate and manage audit procedures as necessary</li> <li>• To prepare all financial returns for the DCSF, LA and other central and local government agencies within statutory deadlines</li> <li>• To lead on writing the financial sections of bids for funding as required by the Trust and the school</li> <li>• Managing the tendering for all service contracts; monitoring all insurance policies with a view to cost effectiveness: and ensuring that the school maximises its potential from the LA</li> <li>• Promoting the school’s activities and premises with the objective of maximising letting income within agreed policies</li> <li>• Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets</li> <li>• Monitor the standard and cost effectiveness of the school’s catering arrangements in conjunction with the catering manager within agreed performance indicators</li> <li>• To liaise with SEAX Trust Central Staff on all payroll matters and to assist the SEAX Trust Business Manager with data input for payroll related matters.</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• To line manage Finance Staff</li> <li>• To line manage Premises staff</li> </ul> <p><b>Administration and ICT</b></p> <p>The Business Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of students.</p> <p>Specific responsibilities include;</p> <ul style="list-style-type: none"> <li>• To co ordinate planning for effective and efficient provision of administrative IT resources at the school including hardware/software</li> <li>• To line manage the efficient and effective running of the school office as one of the school’s main points of public contact as well as the centre of daily administration</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>