

Job Description for the Post of: **School Business Manager**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To:

To be responsible to the Head.

Line management of:

Support Staff, principally: the IT Manager, Facilities Manager, HR Manager, Catering Manager, Sports Centre Manager and the Finance/Admin Team.

Main Purpose of Job:

To maintain the School's financial stability (considered over a three-year rolling cycle), while optimising financial expenditure on the School's education provision for both present and future students in line with the School Improvement Plan.

Key responsibilities:

Overall

- To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
- To be a member of the School's Leadership Team and its 'executive' team, contributing to strategic planning and decision making and attending governing body meetings as appropriate. The new School Business Manager will work closely with governors on the Finance, Facilities, Personnel and Audit Committees.
- To be responsible for all aspects of finance, capital projects, human resources, payroll and pensions, ICT, catering, administration and operations support.
- To plan, oversee and deliver capital projects, including identifying appropriate funding sources, managing relevant stakeholders and ensuring projects are completed on time and to budget.
- To ensure appropriate reporting, monitoring and control systems are in place.
- To undertake Performance Management of support staff managers.

Financial

- To line manage the Finance Team.
- To be responsible directly to the Head for all financial and accounting procedures.
- To prepare an annual budget and a 3-year budget forecast in consultation with the Head.
- To present budgets to the governors.

- To control, monitor and evaluate the school's finances, ensuring compliance with financial regulations and value for money.
- To be responsible for the development and implementation of robust financial systems and processes, including on-going review and improvement.
- To prepare clear and timely reports of financial accounts as required by the Head and Governing Body.
- To ensure the effective implementation and operation of financial controls within the school and support budget managers with budget reports and budget management.
- To advise and prepare bids, grants and claims for funding, ensuring all streams of revenue are fully secured and accounted for.
- To ensure any tax obligations are discharged correctly and effectively.
- To be responsible for the production, maintenance and review of the School's risk register.
- To be responsible for preparing cash-flow forecasts to ensure that the School's cash position is consistent with its obligations and to invest surpluses prudently.
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Governing Body and by outside bodies including the ESFA, pension schemes and Her Majesty's Revenue and Customs.
- To maintain regular liaison with banks and other appropriate agencies.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of services to the School, to ensure that services are delivered to a high quality.
- To ensure that effective credit controls are in place in respect of income.
- To act as cost centre manager for specific budget area as agreed with the Head.
- To seek other income avenues to secure finance across the school.
- To manage the tendering for all service contracts;
- To be responsible for managing school licences and monitor all insurance policies with a view to cost effectiveness.
- To ensure Trinity Sports Centre runs effectively and efficiently.

Health and Safety & Facilities

- To line manage the Facilities Manager.
- The post holder will be the school's Health and Safety Officer and ensure that all Health and Safety legislation, policies and procedures are in place and adhered to with the support of the school's SLT.
- Through the Facilities Manager, oversee the day-to-day management of Health and Safety (H&S) within the School.
- To take part in regular fire and health and safety risk assessment visits and reviews.
- To ensure the Educational Visit Co-ordinator records and processes are fit for purpose.

Human Resources

- To line manage the HR Manager.
- To ensure the school is compliant with legislation and all its HR policies and procedures.
- To oversee all matters relating to payroll, including Her Majesty's Revenue and Customs queries and National Insurance, and to ensure that appropriate controls are in place and robust checks are made in relation to the monthly payroll.
- To oversee the recruitment procedure to ensure safer recruitment guidance within the school's recruitment policy is adhered to.
- To serve as a member of the School's leadership team, as a positive and proactive leader.
- To liaise and work closely with the SLT team with regard to long term strategic plans.
- To lead a team of support staff to deliver the vision for the School against its strategic priorities and timescales and to deliver effective support services.
- To support the Senior Leadership Team in managing change and actively promoting its on-going progress.

IT Support

- To line manage the IT Manager.
- Ensure that the IT provision for all staff and pupils is delivered, and that all systems are efficiently supported on a timely basis.
- To work closely with the IT Manager and across the school to ensure the ICT provision is meeting the needs of the staff, pupils and curriculum and providing value for money.
- To ensure the General Data Protection Regulation is being adhered to by our network and individual systems.
- To ensure contingency plans are in place in case of technology failure.

Lettings including Trinity Sports Centre

- To Line manage the Sports Centre Manager and attend Sports Centre Committee meetings.
- To ensure the school infrastructure is not only supporting the needs of the curriculum, but also bringing in additional letting revenue to further develop the school.
- To ensure Trinity Sports Centre provides an efficient and effective service in maximising 'profit'.

Administration

- To provide oversight of effective administration systems throughout the school.
- To deal with all insurance correspondence and communications, ensuring necessary paperwork is completed to enable effective insurance cover.
- To ensure the school complies with Data Protection and Freedom of Information legislation.

Catering

- To line manage the Catering Manager.
- To monitor the catering service to ensure the effective provision of school meals.
- To ensure the highest standards of food quality, service and professionalism are achieved, including hospitality, in accordance with the quality and cost criteria established by the Head.
- To review the findings of staff, parent and pupil surveys, implementing change where needed.

Leadership

- To contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all team members and other stakeholders.
- To ensure all staff are briefed on allocated work, showing how it fits within the school's vision and objectives.
- To provide support to staff during times of setback and change.
- To understand the culture and climate of the school and, where appropriate, the wider educational environment.
- To maintain a visible, professional and high profile within the school.
- To safeguard the assets and reputation of the school and ensure truthfulness in all public communications.

Other

- To act as Trinity Academy Company Secretary.
- To undertake other duties and work hours as required in line with the grade and responsibilities of the post.