**Assistant Business Manager**

**Job Description**

**Responsible to:** Business Manager

**Responsible for:** Finance Team made up of:

Accounts Administrator

College Cashier

**Salary:** Grade 6, SCP 18-22

**Actual Salary:** £21974 - £23785

**Hours:** 37 per week Term time plus 2 weeks

**Job Purpose:**

The Assistant Business Manager will report to the Business Manager and give support and assistance in non-academic matters to ensure the efficient day-to-day management of the Finance and HR functions.

Teamwork and initiative will be vital, as will the ability to quickly grasp the complexities of school life and the needs of individuals and groups within this setting.

The ability to communicate well at all levels will be essential, as will the ability to quickly gain an understanding of the roles and responsibilities of others.

The post holder will work closely with the Business Manager and will also need to establish and maintain the trust and support of all school staff.

The post holder will act as Clerk to the Governing Body.

Deputising for the Business Manager in their absence in areas of finance, operations, HR, administration and facilities services.

**Financial Resource Management**

1. Assist the Business Manager & Accounts Administrator with the preparation of monthly management accounts, monitoring reports & keep updated financial and management accounting systems, policies and procedures.

2. Assist the Business Manager & Accounts Administrator with the budget preparation/review as part of a three-year financial plan.

3. Assist the Business Manager to identify additional finance required to fund the school’s proposed activities.

4. To assist in the preparation of bids for supplementary external funding/sponsorship for the college and maximise income through lettings and other activities.

5. Use the agreed budget to actively monitor and control performance to achieve value for money.

6. Identify and inform the Business Manager, Headteacher and Governors of the causes of significant variance and take prompt corrective action and suggest solutions.

7. Assist the Business Manager to procure, monitor and review contracts to ensure quality and best value.

8. Provide ongoing budgetary information to relevant people.

9. Monitor the use of the Devolved Formula Capital Fund.

10. Assist the Business Manager in the effective implementation and operation of financial controls.

11. Assist the Business Manager to benchmark financial performance against other schools and academies.

12. Ensure robust disaster recovery processes are in place.

13. Maintain an up to date asset register.

**Human Resource Management**

1. Assist with recruitment, performance management, appraisal and development for administration and caretaking staff.

2. Assist the Business Manager with the checking and reconciliation of the payroll reports.

3. Assist with setting up and maintenance of personnel records on the College system.

4. Seek and make use of specialist expertise in relation to HR issues.

5. Assist with preparation of the annual workforce census returns and other data as required.

6. Assist the Business Manager to identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

**Facility & Property Management**

In conjunction with the Business Manager and Site Manager

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.

2. Ensure the safe maintenance and security operation of the school premises.

3. Assist the Site Manager in working with service providers to ensure the cleaning, maintenance and provision of all services to the college are met and comply with Health and Safety requirements.

4. Monitor, assess and review contractual obligations for outsourced school services.

5. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.

6. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.

7. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

8. Unsure that appropriate insurances for the school are in place.

**Health & Safety**

1. Act as the school’s Health & Safety Co-ordinator.

In conjunction with the Business Manager and Site Manager

2. Plan, instigate and maintain records of fire practices and alarm tests.

3. Ensure the school’s written health & safety policy statement is clearly communicated and available to all people.

4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.

5. Ensure systems and risk assessments are in place to enable the identification of hazards and risks.

6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and where appropriate the Health & Safety Executive.

7. Ensure the security of the college is in good working order and all the buildings are protected.

8. Ensure statutory obligations are being met for pupils with special educational needs.

9. Liaise with the Health and Safety Executive (HSE) and emergency services as appropriate in the absence of the Business Manager.

10. Have joint responsibility for all aspects of risk management including the production, management and monitoring of the risk register and reporting to the Governing Body.

**General**

1. Proactively implement all the school’s policies and procedures.

2. To attend meetings and school events in the evening as the Business Manager and/or Headteacher requires.

3. The post-holder will participate in the college’s performance management process as it is applied for all staff.

4. Become a member of the WASBM group.

5. Share the college’s commitment to the safeguarding of young people and play a full part in all safeguarding initiatives.

**To contribute as an effective and collaborative member of the School Team**

1. To participate in training to be able to demonstrate competence.

2. To participate in first aid training as required.

3. Actively sharing feedback on College policies and interventions.

Note: These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities assigned by the Head Teacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the postholder’s professional responsibilities and duties.

**Assistant Business Manager**

**Person Specification**

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| --- | --- | --- | --- |
| **QUALIFICATIONS AND TRAINING** | A recognised professional qualification, DSBM, CIPFA, CIPD or relevant working experience  Evidence of Continuing Professional Development | Essential  Essential | Application Form  Certificates  Application Form |
| **EXPERIENCE** | Experience of successful financial management  A clear understanding of how finance can support the desired outcomes in an educational setting  Experience of setting and managing budgets, forecasting and reports.  Experience using computer aided financial systems. e.g. Sage, Access | Essential  Essential  Essential  Essential | Application Form and Interview (for all) |
| **KNOWLEDGE AND SKILLS** | Proven management and leadership qualities, preferably in an education setting  Highly organised and the ability to multi-task  Ability to prioritise work, work in a busy environment and to meet deadlines  Ability to provide evidence of strategic thinking and planning  Ability to communicate effectively, orally and in writing, at all levels  Ability to handle difficult and complex situation sensitively and thoughtfully  Commitment to the safeguarding of young people and share in the college’s approach | Essential  Essential  Essential  Essential  Essential  Essential  Essential | Application Form and Interview (for all) |
| **PERSONAL QUALITIES** | Able to work calmly under pressure  Commitment to the Catholic ethos of the College  Enthusiasm and positive ‘can do’ disposition  Team player  Honest, reliable, loyal, creative, resourceful, and resilient | Essential  Essential  Essential  Essential  Essential | Interview and Application form (for all) |