



Bishop's Hatfield Girls' School

Job Description - Business Manager

JOB TITLE:	Business Manager	Date reviewed: December 2021
RESPONSIBLE TO:	School Business Leader	
RESPONSIBLE FOR:	Admin Manager and Communications Manager	
Time employed p.a.:	30-37 hours per week, 52 weeks per year with leave entitlement	
GRADE:	M2 - M3 depending on qualifications and experience	

MAIN PURPOSE:

Reporting to the Business Leader, the job holder will manage delegated operational aspects of the school and lead on key projects, events and/or initiatives. The Business Manager will deputise for the Business Leader as required.

KEY RESPONSIBILITIES

- Overseeing the procurement of supplies and services to ensure best value for money
- Management of the school Contracts Register and negotiation associated contractual agreements in liaison with school lawyers as required
- Leading and managing the catering contract to ensure quality and financial targets and met
- Leading the school administration and communication functions including line management of direct reports
- Ensuring Department for Education data and reporting requirements are met
- Ensuring legal and compliance obligations are met including all GDPR policies and processes
- Establishing and implementing policies and procedures to deliver the school's objectives;
- Ensuring the school is appropriately insured to minimise risk
- Overseeing marketing and communications plans and content
- Leading school change programmes and projects as directed by and in support of the Business Leader
- Leading income generating activities including lettings, fundraising and grant bids as appropriate
- Planning and organising school events and activities as required

Responsible for: Administration Manager and team, Communications Manager

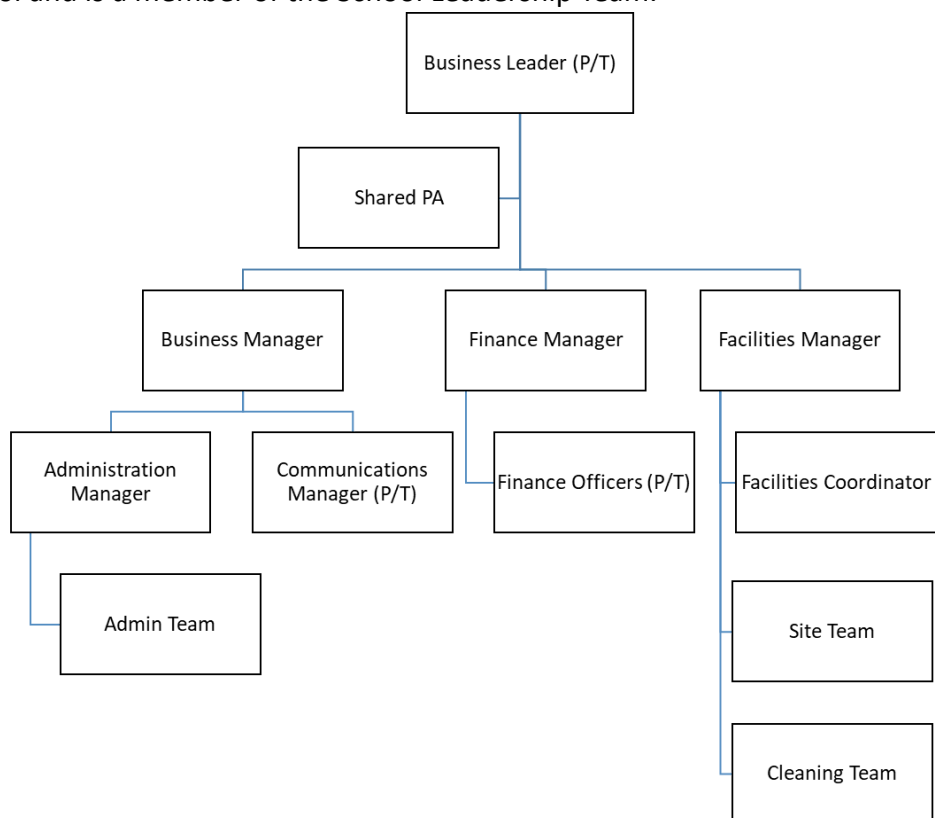
PERSONAL AND PROFESSIONAL STANDARDS

- Support the aims and ethos of the school as defined in the school vision and values
- Maintain confidentiality at all times
- To set a good example in terms of professional dress and appearance, punctuality and attendance

- All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school' community including parents, students, all staff and visitors
- Support whole school activities or events such as fairs, open events and staff meetings
- Be aware and comply with all relevant policies and procedures within the school particularly those relating to child protection, equality, health and safety, code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

JOB CONTEXT

The Business Manager, Finance Manager and Facilities Manager report to the Business Leader. The Business Leader is responsible for leading operational strategy and management of all non-teaching aspects of school and is a member of the School Leadership Team.



PERSON SPECIFICATION

Knowledge and Experience

Educated to degree level or with commensurate experience	Essential
Other qualifications appropriate to a business management role	Desirable
Numeracy and literacy qualifications appropriate to a management position	Essential
Management of operations, ideally in a school environment	Essential

Developing and managing efficient systems	Essential
Project/change management experience	Essential
Understanding of regulations applicable to schools including GDPR	Essential
Understanding of best value procurement and contract management	Highly desirable
Management of a team	Essential

Skills and abilities

Highly motivated with a “can do” attitude	Essential
Excellent problem solving skills	Essential
Ability to think strategically	Essential
Excellent planning and organisation skills	Essential
Strong literacy and numeracy skills	Essential
Ability to lead, plan and respond positively to change	Essential
Excellent communication skills (internal and external)	Essential
Ability to manage support staff and external contractors	Essential
Negotiating skills for best value procurement	Desirable
Strong IT skills including spreadsheets and management reporting	Essential
Accuracy and attention to detail	Essential
Able to work under pressure	Essential

Equalities

Be aware of and support difference and diversity ensuring that all students have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Additional information

This job description is current at the date shown and may change over time. Employees will be expected to comply with any reasonable request from the Headteacher or Business Leader to undertake work that is not specified in this job description.

The job holder will have an annual leave entitlement of 27 days which should be taken during school holidays. There may be the need to work additional hours at busy times, for instance to deliver projects on time or support meetings and events after school. Time off in lieu may be given according to the school's policy and at a mutually convenient time such as during school holidays. Please refer to the Contract of Employment part 2 and school policies.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. Bishop's is a diverse community that offers mutual support and encouragement and expects everyone within it to respect others' cultures, religion and beliefs. The school champions diversity and welcomes staff from minority groups.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.