



Job Description

FCC School Business Manager

Responsible to: FCC Head Teacher	Grade: 12
Hours: Full Time 37 hours a week, 52 weeks per annum (holiday entitlement 37 days per year including 8 bank holidays (up to 10 years service))	Duration: Permanent
Main Location: Faringdon Community College ¹	

Context : As a member of the school's Senior Leadership Team (SLT) provide leadership in all business and operational related aspects of Faringdon Community College, working closely with Central Trust Staff (Finance, Operations and HR Managers) key responsibilities include resources, site and premises, health and safety, operations, compliance, finance and HR.

Financial

- Assist and liaise the FCC Head Teacher and central Trust staff with the production of FCC Budget and financial planning.
- Monitor financial issues relating to internal business e.g. reprographics, premises hire, cleaning, catering etc.
- See opportunities for generating revenue for the school
- Manage the school's asset register, risk register and business continuity plan.
- Be a signatory for transactions, a credit card holder and a financial systems processor.
- Respond to requests from the central Team on Financial matters.
- Assist and advise on procurement and how to ensure best value for money.

HR and Payroll

- To be responsible for HR processes for FCC staff including recruitment and leaver processes, absence management including maternity and paternity and Occupational Health referrals.
- To be responsible for payroll change forms checking accuracy prior to submission to Trust Payroll Officer.
- To be responsible for the schools single Central Record (SCR).

Site Management and Resources

- line manage and oversee the FCC Caretaker in his management of all capital/building projects;
- lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money;
- manage the maintenance of the school site including the purchase and repair of all furnishing and fittings;
- be accountable for the oversight of the security and safety of the buildings and site;

¹ Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

A full list of schools within FLT can be found at <https://faringdonlearningtrust.org/>

- monitor, assess and review contractual obligations for outsourced school services including the management of grounds contractors;
- be accountable for the upkeep of school minibuses and for negotiations around, and oversight of, transport contracts and the school's bus services;

Health and Safety

- act as the school's Health and Safety Co-ordinator in conjunction with the Trust's lead for Health and Safety;
- supervise the planning, instigating and maintaining of records of fire practices and alarm test with the Site Manager;
- lead on evacuation and lock down procedures and in the case of any emergency situations;
- ensure the Health and Safety policy is clearly communicated and available for all staff;
- ensure systems are in place to enable identification of hazards and risk assessments;
- ensure accurate records are kept, in particular, asbestos; water testing/legionnaires; PAT testing; fire equipment and alarms;
- co-ordinate health and safety training and maintain health and safety training records;
- ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the School Leadership Team, Governors and Trust's Health and Safety Lead;
- co-ordinate the health and safety audit visits by the external advisor and monitoring visits by the Governor with responsibility for health and safety;
- review the results of audits, safety reports and risk assessments to ensure that they have been properly completed and actioned;
- Assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided;
- oversee first aid and medical provision;
- ensure appropriate risk assessments are made and followed for all school operations.

Operations and Compliance

- be the Data Protection Lead for the school and work with the Trust's Data Protection Officer to ensure compliance with GDPR and Freedom of Information;
- manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times;
- be the first point of contact for legal issues;
- lead on the drafting, construction and publication of the annual whole school calendar;
- oversee the setting up of events, including exams, assemblies and whole school photographs, with the Site Management team;
- as the schools Educational Visits Coordinator (EVC) be responsible with the Deputy Head in agreeing trips and events, then oversee the planning and logistics with the Trip Coordinator;
- in liaison with the School's Strategic Leadership Team, co-ordinate school closure processes ie school closure due to inclement weather with direct responsibility for communication with the grounds maintenance teams (both external and internal) and bus companies;

- liaising with bus companies and parents and other stakeholders over all issues related to school transport;
- support the Trusts ICT Manager in developing effective use of IT systems, maintenance and development of the telephone system,
- monitor the maintenance of the school's website ensuring it is compliant with statutory regulations;
- oversee the day to day management of the catering and cleaning contracts
- Oversee the publication of the schools weekly staff Bulletin and parent newsletter
- oversee the lettings of school premises; drafting, updating and implementing the school's lettings policy in line with the Trusts policy.
- to be a presence around the school, supporting the behaviour policy and undertaking leadership duties;
- review and update relevant school policies.

Line Management

- Line management of staff involved in operational and administrative functions for the school including conducting appraisals.

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Post holder will be required to work flexibly including some evening work and to travel as required to meet the needs of the role.

The duties and responsibilities in this job description are not exclusive or exhaustive and the post holder will be required to complete such duties as may be reasonably be expected within the scope and grade of the post.

Qualifications and Experience

Qualities	Essential/Desirable
Experience Several years experience working in an office environment at a senior/management level	E
Qualifications & Training NVQ 4 or equivalent qualification or experience in relevant discipline Excellent numeracy/literacy skills	E E
Knowledge & Skills Effective use of specialist ICT packages Experience in Microsoft Office and advanced skills in excel Full working knowledge of relevant policies/codes of practise/legislation	E E D

Organised and thorough, with a good eye for detail and ability to work to deadlines	E
Ability to work independently and be rigorous and methodical with the ability to manage own workload and meet deadlines	E
Ability to organise, lead and motivate other staff	E
Ability to plan and develop systems	E
Ability to relate and communicate effectively	E
Ability to solve problems	E
Ability to build strong working relationships	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
Ability to self-evaluate learning needs and actively seek learning opportunities.	E
Ability to relate well to children and adults	E
Ability to work in a way that promotes the safety and wellbeing of children and young people	E