

## **Maharishi School Business Manager (BM) Job Description**

### **Introduction**

The BM is responsible for operational finance and general administration, including overseeing and supporting the work of others with specific roles and/or areas of expertise (eg: the finance officer, the office manager/ICT coordinator, the BM's assistant, receptionists and maintenance staff).

It is important that the BM is capable of taking charge of the commercial affairs of the School, in consultation with the Headteacher (HT) as necessary, and has a hands-on approach to maintain the smooth, day to day running of the school.

The BM has an important role to play in supporting the delivery of the school's core offering – Consciousness-based Education (CbE), both as a member of the Senior Management Team and as clerk to the Board of Members (which is ultimately responsible for the school's adherence to CbE principles), the Finance Committee and the Governing Body. This role includes any financial aspects, but may also include facilitation, maintenance and promotional activities.

The BM reports to the HT, is subject to an annual appraisal and will be set targets by them.

The BM's role covers a number of management areas, as follows:

### **Finance and Legal**

The BM prepares an annual budget, including salary and spending proposals, which is submitted to the Finance Committee for recommendation to the Governing Body. The BM will also provide evidence that the annual budget takes into account long-term financial management, as indicated in the 5-year plan which will be updated annually. Management accounts are produced quarterly by the Finance Officer, which the BM checks and, from which, provides an updated annual forecast, with variances for each item heading.

The BM will submit all ESFA-required reports (eg: BFR, BFRO, AR, LBCT, SRMSAT) and any other necessary DfE, Companies House and Charities Commission reports. The BM will liaise with the Local Authority for Admissions and related areas.

The BM will be involved in the following areas of activity:

- budgeting
- providing financial advice on aspects of the school's finances
- accountancy, via the finance officer
- risk register review in conjunction with the HT
- generating and monitoring income,
- administering the payroll, including submission of monthly and annual reports to HMRC and the pension schemes,
- arranging and checking insurance, banking arrangements and other contractual matters
- costing and benchmarking
- developing/reviewing financial policy
- liaison with ESFA, Companies House, Charities Commission, HMRC and other statutory bodies
- maintain and monitor data protection compliance

### **Human Resources**

The BM manages a team of 8 admin, finance and premises staff as well as pupil welfare assistants. The BM's role also includes general human resource management in conjunction with the HT. The BM will primarily

be responsible for support staff and teaching cover, but in exceptional circumstances may become involved with the management of teaching staff. The BM will also be involved in:

- administration for the recruitment of teaching and support staff
- facilitation of Transcendental Meditation (TM) instruction and further training for staff by TM teacher liaison, teaching venue arrangement and assisting the HT with funding procurement,
- production and administration of employment contracts/PERIODIC review of Staff Handbooks
- updating staff annually on working hours and levels of pay
- arranging non-curriculum staff training
- health and safety monitoring, training and environmental improvement as required
- obtaining appropriate legal advice and contribution to advanced HR matters
- appraising admin staff annually

### **Premises**

The BM will have overall responsibility for the management and maintenance of the buildings, facilities, grounds, fabric and furnishings/equipment of the school. This responsibility will include:

- premises security
- premises health and safety
- maintenance contracts
- utilities contracts
- ensuring efficient use of accommodation
- the provision and utilisation of equipment
- site and premises development
- site services and administration

### **Marketing**

The BM will be involved in promoting the school and may also share responsibility for improving the school's relations with parents, employers and the local community, in conjunction with the HT. The BM is also required to have input into extraordinary income generation and event organisation, including Open Days and assisting the fundraising committee.

### **Information Communication Technology (ICT) Coordination**

The BM is responsible for enabling the use of Information Technology for administrative purposes and overseeing same for educational/pastoral activities (but not including specific requirements for curricular or associated areas). The BM, via the ICT Coordinator, will also be responsible for helping administrative and teaching staff acquire competence in ICT and for liaising with ICT suppliers and ICT trainers.

### **Pupil & Parent Services**

The BM, in conjunction with the HT, has the responsibility to ensure pupils are provided with the resources they require to help them learn effectively and that they receive support both within and outside the classroom. This includes facilitating TM teaching for both pupils and parents, in the same way as for staff, above.

The following aspects of provision are important and fall within the BM's remit:

- general and financial administration
- Pupil Premium reporting

- school catering
- travel e.g. for school trips
- examinations, via the examinations officer
- Out of Hours provision
- transport between sites

### **The Role of the Company Secretary/Clerk**

The BM also acts as Company Secretary of Maharishi School Trust Ltd (being the main contact for Companies House and The Charities Commission) and Clerk to the Governors. Currently the Chair of the Governing Body (GB) develops the GB meeting agendas, assembles meeting papers etc and distributes these. The BM carries out these actions for the Members' and Finance meetings

These roles also include:

- setting the annual meeting calendar for Members, Governing Body and Finance Committee meetings (including the AGM)
- ensuring the taking, production and distribution of minutes of all meetings in a timely manner
- maintaining attendance records
- offering procedural advice and guidance during and between meetings
- taking follow up action as required
- organising the biennial parent governor elections
- recording officer appointments and terminations etc to Companies House, the DfE, the Charities Commission etc.
- review and input into the end of year Financial Report/Accounts, including updating the Governance Report.

### **CbE Cooperation/Expansion**

The BM is responsible for the school's administrative/financial aspects of CbE expansion projects.