SCHOOL BUSINESS MANAGER

JOB DESCRIPTION

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| Reporting to: | Head Teacher and Governors | |
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| Purpose : | To take the lead on the school’s strategic approach for school operations, Finance, Human Resources, Premises, Facilities, Lettings, Health & Safety, Data Administration, Compliance, IT, Asset Control, and Marketing. | |
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| Overview of this role: | Making a positive impact on the development of pupils through:   * Providing a safe, happy and respectful school community; * Encouraging pupils to want to make the world a better place; * Celebrating and welcoming diversity and equality; * Empowering, challenging and inspiring all in the classroom and beyond; * Creating opportunities that reflect the school vision; * Promoting love, faith and hope across the school and local community; | |
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| MAIN DUTIES AND RESPONSIBILITIES | | |
| Finance | * To secure the sustainable financial viability of the School, contributing to whole school development planning, leading strategies for financial and organisational initiatives and budget setting; * Be responsible for the day to day line management of the Finance, Admin, Premises, Catering and IT teams; * Be responsible for the financial authorisation, bank reconciliation; cash flow and monthly monitoring returns; * Report to Governors and attend all Governing Body meetings, preparing termly reports as required; * Ensure the School’s financial position and procedures are aligned to the school’s vision, values and objectives to promote the best outcomes for all and comply with all relevant statutory policies, procedures and reporting requirements; * Seek and make use of specialist financial expertise to achieve value for money; * Monitor the effectiveness, efficiency, compliance and implementation of School contracts, community lettings and agreements; * Select appropriate investments taking account of risks and stakeholder views in order to maximise return; * Explore streams of new income through effective bid writing, partnerships, joint ventures and business development. | |
| Human Resources | * Be responsible for the day to day HR activities that are required by the school; * Liaise with Teachers’ Pensions and local authority as required; * Ensure arrangements are in place for an effective payroll system and ensure compliance with all relevant legislation; * Ensure all government statutory returns and payments are submitted accurately and on time; * Be responsible for the recruitment, induction, performance management and continued professional development of Support staff managed within the teams highlighted above; | |
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| Administration and  Operations | Have oversight of the main office, student services, reception and be responsible for the line management of the Assistant Business Manager; Premises Manager, IT Manager, Catering Manager and Finance team. | |
|  | Have oversight of statutory returns, operations and administrative duties required by the school; |
|  |  | Have oversight of Covid operations, leading on compliance, testing, reporting and to give advice and guidance to the school in accordance with current Government legislation.  Lead in all matters relating to school Governance liaising with the Chair of Governors, Chairs of committees and Lancashire Governor services. |
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| Health & Safety, Premises,  Lettings, Procurement and Asset  Management |  | The Lead Professional with strategic overview of the school’s site, buildings, equipment and facilities with responsibility for the day to day line management of the H & S, Premises Manager and Lettings operations. |
|  |  | Lead in all procurement negotiations and variations to current contracts, monitoring standards against performance in line with output specifications to  ensure the school achieves maximum value for money; |
|  |  | Ensure a compliant and robust Health and Safety Management System is in place with effective contingency plans for emergency procedures, illness, accident, fire and other emergencies; |
|  |  | Have strategic oversight for risk management within the School and advise on loss prevention strategies in the school to reduce insurance costs; |
|  |  | Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets; |
|  |  | Ensure that the School’s systems, processes and infrastructure support the planned efficiency and productivity of the operational services. |
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| Catering |  | Have oversight of the in house catering operations including the production of financial reports, food safety standards, menus, external audits, allergen compliance and be responsible for line management of the Catering Manager; |
|  |  | Present catering income and expenditure monitoring figures to the head teacher and Governors on a regular basis and as requested. |
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| GDPR |  | Ensure the School is fully compliant with GDPR and liaise with the DPO as and when required. Have oversight of the annual external audit across all areas of school. |
|  |  | Update GDPR training for staff and Governors annually  Have oversight of FOI and Subject Access requests as required |
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| Other |  | Lead and manage change in accordance with the School’s Development Plan and be a key member of the Senior Leadership Team;  Lead and manager on school development projects working collaboratively with the Diocese, school surveyors, Cassidy and Ashton and local contractors. |
|  |  | Provide clear direction, acting as a role model to inspire higher standards and results in others through business improvement and embedding professional business standards; |
|  |  | Foster a culture of continuous improvement and collaboration, demonstrating a commitment to quality and service of business operations; |
|  |  | Participate in organisational improvement projects and programmes as required, responding to national and local policy, including the management of impact of change; |
|  |  | Work collaboratively with operational and educational staff in education and business functions to improve efficiency, sharing information and constructively supporting others; |
|  |  | Analyse management information in a way that allows it to influence operational decisions made, and develop plans to facilitate operational process, efficiency and effectiveness. |
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| Additional Duties | * To adhere to Safeguarding and Child Protection procedures in line with school policy; * To ensure own CPD needs are planned for and met through professionally recognised qualifications; * To adopt a flexible approach and attitude to working hours, as the post holder will sometimes be required to work outside normal working hours; * To undertake such other duties and responsibilities as may be reasonably requested by the Head teacher. | |
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| Health & Safety | All staff at St Bede’s are required to remain vigilant, observe all relevant Health and Safety policies and procedures, taking reasonable care of their own and others’ Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Premises Manager. | |
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| Equality & Diversity | Staff at St Bede’s are expected to promote equality of opportunity for all, both current and prospective, and to support an environment that values diversity and respect. | |
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| Data Protection | All staff have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018. | |
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| Safeguarding & Child  Protection | St Bede’s Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School’s Safeguarding and Child Protection policy and procedures at all times. | |
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| Working Times | Full-time  Holidays to be agreed throughout the school year | |
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| Salary/Grade: | NJC Scale Points 40 - 44  £44,624 - £48,684 (depending on experience) | |
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| Disclosure level: | Enhanced | |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.