



Job Description	
Business Manager	ERYC TPRS Grade 8
Full time – 52 weeks 37 hours	£50,788
Responsible to: The Headteacher	
Purpose of job:	
<p>Specific responsibility, as a member of the school’s senior leadership team, for areas of finance, premises and systems management, personnel management, and the administration staff with overview of all other matters within the running of the school which support but do not involve the teaching function.</p> <p>I. To be responsible for strategic management and planning of resources, including all financial activities, and ensuring that the school makes the best possible use of resources available in support of teaching and learning throughout the school. This includes taking a lead role in developing the role of support staff and use of resources.</p> <p>II. To be responsible for all or the majority of the disciplines of finance, personnel management, site management, administration, all general training and development of support staff, and all matters within the management of the school which are supportive to, but do not involve, the teaching function.</p> <p>III. To be responsible for Health & Safety throughout the school.</p>	
Main Tasks	
<p>Finance</p> <ul style="list-style-type: none"> • To advise the Headteacher and Governors on investment and financial policy. On the financial implication of changes in policy, preparing appraisals for particular projects; and ensuring the school maintains the appropriate Financial Management Standard. • Preparation of the school’s annual budget and three/five-year plan for approval by the Headteacher and Governors; • Monitoring all expenditure and income against approved budgets and provision of regular analysis to budget holders, the Headteacher and Governors’ Finance Committee; • To ensure the provision of a comprehensive payroll service for all school staff; checking accuracy and ensuring compliance with pay policy. • Ensuring all financial procedures are conducted in accordance with the LA and school’s financial procedures and auditors’ requirements; • Responsible for all financial management systems including the school budget, the ‘school fund’, online payments and cashless catering; • Supervising all administration arrangements for bank accounts and recording all transactions. Arranging payment of invoices and acting as signatory for the school’s cheque accounts. Authorisation of invoices and collection of fees and other dues. Preparation of invoices and collection of fees and other dues. • To prepare the final accounts for audit, liaising with the auditors, ensuring compliance with relevant practices and procedures. Taking action if discrepancies are identified, referring to the Headteacher and Governing Body as appropriate. • To prepare all financial returns for the DfE, ESFA, LA, and other central and local government agencies within statutory or service deadlines. • To be responsible for dealing with the school’s rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to the current and any future tax legislation; 	

Personnel Management

- To be responsible for general personnel matters. For the clearance of new staff – medical and DBS checks, and to ensure appropriate contracts of employment are issued. To obtain and give advice to the Headteacher and Governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal and of the implementation of personnel policies within the school. To attend at Employment Tribunals as necessary. To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential.
- To provide leadership and guidance for support staff, including direct line management responsibility for, and appraisal of administrative and clerical, financial, premises, and cleaning staff.

Health and Safety

- To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
- To act as the school's Health and Safety Co-ordinator and Fire Officer.
- Ensure the school's fire evacuation procedures are effectively implemented and periodically reviewed, and arrange termly fire evaluation procedures.
- Managing health and safety procedures within Beverley High School including, liaison with the Local Authority, implementing legislative and other requirements, arranging for the completion of Health and Safety Inspections. Preparation of and monitoring of Action Plans arising from Health and Safety Inspections.
- Ensure compliance with COSHH and RIDDOR regulations.
- Ensure systems are in place for recording and reporting incidents covered by Health and safety regulations.
- Reporting to Governors on Health and Safety at Safeguarding and Pupil Wellbeing sub-committee and Full Governing Body meetings.
- Devising appropriate Risk Assessments as required.

Site Management

- To draw up outline specifications for new buildings, obtaining tenders and liaison with building contractors and the school architect.
- Line manage the Site Manager including regular review and evaluation of the site team's work, the preparation of maintenance schedules and the efficient operation of all facilities on the property, including the installation of lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.
- Responsibility for the site and buildings to include:
 - ensuring the cleanliness of the site and buildings.
 - letting of school premises to outside organisations and school staff, and for the development of all school facilities for out-of school use, with particular reference to the local community.
 - liaison with the Fire Service over on-site facilities and emergency evacuation procedures.
 - security of the school site.
 - the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage.
 - the maintenance of boundaries, footpaths, roads and rights of way.
 - purchase, repair and maintain all furniture and fittings.
- To implement risk management and loss prevention strategies in the school to reduce insurance costs.

Whole School Management

- To lead the administrative function including the administrative ICT facilities, school reception, school transport, reprographics, records and telephones.
- To be responsible for the general management of the school's administrative and financial systems.
- To ensure compliance with Data Protection regulations.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To act as liaison officer to facilitate closer working relationships between teaching and support staff within the school.
- To ensure accurate completion and submission of the School Census data, including 6th Form learning aims and funding drivers.
- To act as the School's Educational Visits Co-ordinator.
- To oversee the Catering Contract, liaise with the contractors and ensure compliance.
- To support whole school events.
- To attend Full Governing Body meetings, Finance, and Safeguarding & Pupil Wellbeing sub-committee meetings.
- To formulate, monitor and implement policy in relation to delegated areas and functions with the framework laid down by the East Riding of Yorkshire Council, the Headteacher and the Governing Body.

Any additional duties commensurate to this post.

Position in School Organisation

See Admin Support Family Tree

Note:

Holidays: The Holiday entitlement is 31 days (35 after 5 years' service). Holidays are taken during the school holidays, except one week per academic year, which may be taken during term-time with the express permission of the Headteacher.

Pay: The salary is paid in 12 equal payments, on the last banking day of the month.

Special Leave: The school has a Special Leave Policy in order to accommodate Compassionate and Family Leave.

February 2025