



## **Business Manager Job Description**

### **Grade – 9**

#### **Job Purpose**

1. The Business Manager is the school's leading support staff professional and works alongside the Head Teacher in their duty to ensure that the school meets its educational aims.
2. The Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
3. The Business Manager has overall responsibility for the Financial Resource Management, Management Information, ICT and Human Resource Management.
4. The Business Manager is responsible for overseeing the business management of the school, ensuring its financial success whilst adhering to required staff to pupil ratios and government guidelines.

#### **Responsible to**

- Head Teacher

#### **Main Duties and Responsibilities:**

To provide strategic leadership on all elements relating to finance, administration, ICT, HR, marketing and premises to include:

#### **Strategic Direction and Development**

- Attend Full Governing Body and appropriate Governors' sub-committee meetings
- Work with the Head Teacher on the strategic development and implementation of the School Development Plan, ensuring it is financially viable and sustainable
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
- Lead the Marketing & Strategy committee, targeting growth in pupil numbers on roll and maximising income through local partnerships and community engagement.

#### **Financial Resource Management**

- Evaluate information and consult with the Senior Leadership Team, GCC and Governors to prepare a realistic and balanced budget for school activity.
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process.
- Discuss, negotiate and agree the final budget.
- Use the agreed budget to actively monitor and control performance.
- Identify and inform the Head Teacher and Governors of the causes of significant variance and recommend and take prompt corrective action

- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional sources of finance required to fund the school's proposed activities
- Maximise income through lettings, grants, fundraising and other activities
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Work, when appropriate, with Friends of The School (FOTS).

### **Human Resource Management**

- Manage the payroll services for all school staff and associated services
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment for certain approved vacancies
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Ensure people have a clear understanding of the policies and procedures relevant to them and the importance of putting them into practice
- Seek and make use of specialist expertise in relation to HR issues

### **Management of ICT**

- Responsible for the existing use and future plans to introduce or discard IT in the school
- Manage the school's asset register
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure

### **Administration Management**

- Oversee certain aspects of the school's administrative function.
- Maintain the administrative systems that deliver outcomes based on the school's aims and goals
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication

**Overseeing Staff**

- Support professional development activities for all non-teaching staff in conjunction with the Head Teacher and Deputy Head Teacher
- Actively support the use of the Apprenticeship Levy to help staff development and reduce CDP costs.
- When appropriate participate in the recruitment of certain non teaching staff.

**Communication and Liaison**

- Ensure effective communication and liaison with staff regarding budgetary information
- Where appropriate ensure effective communication/consultation as appropriate with the parents
- Where appropriate liaise with partner schools and other relevant external bodies and to ensure the school is up-to-date with best practice locally and nationally
- Be a highly credible and visible presence on a daily basis with strong staff rapport

**Managing Personal Professional Development**

- Receive and act on feedback to build on strengths and improve personal performance
- Demonstrate high levels of self-awareness
- Keep up to date with educational research, pedagogical development, and new technology
- Exercise discretion and integrity at all times, publicly displaying support for agreed decisions even when privately you may not agree
- Manage setbacks and resistance with resilience, flexibility and consistently display a positive, can do attitude and solution-focused
- Demonstrate and understand the need for confidentiality

**School Performance Management**

- Manage, interpret, and use a wide range of performance data with accuracy to monitor the school performance.
- Evaluate, review, and develop systems and structures for which you are responsible - continuously evaluate impact and progress towards planned outcomes
- Demonstrate the capacity to think strategically, analytically and creatively

**Handling Accountability**

- Set stretching, but achievable, targets for your areas of responsibility
- Consistently meet set deadlines and commitments and be well-prepared for meetings
- Work strategically with the Governing Body, and adhere to internal auditing guidelines.
- Consistently apply school policies and procedures, particularly relating to the implementation of safeguarding procedures.