

JOB DESCRIPTION

Title: **School Business Manager**

Responsible to: **Headteacher**

Job Purpose

To provide leadership and ensure quality of the School's non-teaching functions: to be responsible for the administrative, premises and financial procedures and systems of the school, ensuring that all legal and safety requirements relating to people and property are met.

Main Responsibilities

1. Chief Finance Officer
2. Personnel Management
3. Site Management

1. Chief Finance Officer

- 1.1 Manage all aspects of the school's financial systems in accordance with the Academies Handbook and School policies, ensuring that accurate financial records are maintained, that the financial transactions in the school are carried out in an appropriate manner, including submission of mandatory financial returns to DfE, and that all financial regulations are observed.
- 1.2 Monitor, implement and review all policies relating to Pay, Finance and Personnel matters, amending these where appropriate and arranging for timely scrutiny by Governors, reporting updates to the Senior Leadership Team (SLT).
- 1.3 Plan and submit part-year, annual and multi-year budgets to the Headteacher and Governors to lead in the overall financial planning process and in the monitoring of performance and value for money and identify and propose prompt corrective action in cases of significant variance from expected trends.
- 1.4 Maintain a strategic financial plan that will take account of the requirements of the school development plan.
- 1.5 Maintain and develop financial control systems and risk management systems.

- 1.6 Engage and liaise with auditors.
- 1.7 Report monthly to the Headteacher and Governors and attend meetings of the Resources Committee and the Full Governing Board *ex officio*.
- 1.8 Lead the preparation and construction of bids for additional funding and oversee the preparation of reports for external non-core funders, including but not confined to financial reports.
- 1.9 Manage the charging of accommodation fees and the distribution of bursaries in accordance with DfE and ESFA requirements.

2. Personnel Management

- 2.1 Liaise with Exeter College's HR team to ensure effective management of HR activities, including staff contracts and the maintenance of the school's Single Central Record (SCR).
- 2.2 Provide impactful leadership to and management of the support staff team, supporting them to work efficiently and effectively.
- 2.3 Manage the performance of line-managed staff through, including the completion of Professional Development Reviews and Probationary Reviews, in line with the school's policies.
- 2.4 Manage and track the completion of mandatory staff training, ensuring all induction training is completed (including Safeguarding and Equality and Diversity) and refresher courses completed prior to qualifications lapsing (including First Aid and Safeguarding).

3. Site Management

- 3.1 Negotiate contracts and tenders in line with school policy and ensure best value for money practice.
- 3.2 Take responsibility for the effectiveness of contracts for services provided to the school by Exeter College, including in particular the management of the ICT contract, and including contracts for HR, Student Support and other College services
- 3.3 Ensure the school is effectively insured.
- 3.4 Ensure enough suitably trained staff are in school to fulfil First Aid and Fire Warden duties.

- 3.5 Ensure the building is well maintained and regular Health and Safety tests are made, including fire drills and emergency evacuation procedures
- 3.6 Liaise with school staff and contractors on repair, fixtures and fittings and ensure the provisions of the Health and Safety at Work Act are observed and the accident reporting system is complied with.
- 3.7 Promote the use of the school by outside agencies

4. Additional Duties

- 4.1 Fulfill the role of Data Protection Officer.
- 4.2 Promote a working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.3 Be responsible for safeguarding and promoting the welfare of students.
- 4.4 In conjunction with the Head Teacher and Governors, ensure that all legal and school requirements relating to financial, facility and property and human resource management activities are met.
- 4.5 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or places of work.
- 4.6 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims, adhering to The Seven Principles of Public Life.