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**Job Description: Business Manager**

**Responsible to:** Headteacher

**Grade:** 36-hour week – NJC Scale POC -pt 39-43

**Supervisory Responsibility for:** Site Management Team, Finance & Administration Team, Lunchtime Team, and Welfare Staff

**Contract:** 36 hours per week, 42 weeks per year (including training days and allocated holiday hours). Annual leave must be taken during school holidays.

**Job Purpose:**

As a key member of the Senior Leadership Team (SLT), the Business Manager provides strategic leadership and operational management across all non-teaching functions of the school. This includes financial planning and control, procurement, human resources, site management, and health & safety compliance. Working closely with the Headteacher and senior staff, the Business Manager ensures the smooth and effective running of the school’s operations to support its educational objectives.

**Key Responsibilities:**

**Strategic Leadership**

* Provide leadership for all non-teaching support staff and services.
* Develop and implement strategic financial plans to optimise resource use.
* Ensure compliance with statutory regulations and relevant policies.
* Interpret and implement new legislation and guidance, advising the Headteacher and Governors on its implications.
* Drive service improvements to enhance teaching, learning, and safeguarding.
* Develop a customer service-focused approach across support services.
* Foster collaboration with other schools and external organisations to share best practices.

**Financial Management**

* Ensure sound financial planning, monitoring, and compliance with financial regulations.
* Lead the preparation of annual budgets, forecasting future funding and expenditure.
* Provide monthly financial reports to senior management and Governors.
* Manage procurement processes to ensure best value and compliance with tendering requirements.
* Oversee payroll, pensions, and financial record-keeping, ensuring accuracy and efficiency.
* Ensure timely submission of financial reports to relevant authorities (e.g., LA, EFA, DfE, HMRC).

**Human Resources**

* Oversee HR policies and administration for all support staff.
* Manage recruitment, onboarding, and professional development processes.
* Ensure compliance with employment laws and school policies.
* Maintain and monitor staff records, including absences, payroll changes, and training requirements.
* Oversee the Single Central Record and ensure all staff, governors, and volunteers have valid DBS checks.

**Facilities & Site Management**

* Lead the Site Management Team to maintain school facilities efficiently and safely.
* Ensure compliance with health & safety regulations and oversee risk assessments.
* Manage contracts for outsourced services, including **cleaning, catering, maintenance, security, and IT support**.
* Oversee school lettings and ensure effective use of facilities.
* Act as the school lead for capital development projects and liaise with relevant authorities.
* Monitor service level agreements and contractor performance to ensure quality and value for money.
* Negotiate and review contracts regularly to ensure the school receives optimal service and cost-efficiency.

**Health & Safety Compliance**

* Ensure compliance with the Health & Safety at Work Act 1974.
* Monitor and audit health & safety arrangements.
* Advise the Headteacher and Governors on all related matters.
* Implement and review risk assessments and emergency response protocols.

**Data Protection & Cyber Security**

* Act as the school’s Data Protection Officer (DPO) or work closely with the designated officer to ensure compliance with GDPR and data protection regulations.
* Implement and monitor data security measures to protect sensitive information.
* Ensure that all staff are trained in GDPR compliance and best practices for handling personal data.
* Work with IT staff and external providers to oversee cyber security policies and risk management.
* Respond to data breaches and cyber security threats in accordance with legal and regulatory requirements.

**School Administration & Strategic Development**

* Enhance administrative processes to improve efficiency and compliance.
* Ensure professional advice is sought for school insurance and risk management.
* Oversee legal claims or compensation cases, liaising with insurers and legal advisors where necessary.

**Additional Responsibilities**

* Uphold the school’s commitment to safeguarding and the welfare of students.
* Undertake any other duties required within the scope of the role.
* The post-holder will be expected to carry out all duties in the context of and in compliance with all school’s policies and procedures.