ROYAL BOROUGH OF GREENWICH

Imperium Federation

JOB DESCRIPTION

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| **Job Title** | **Business Manager - Federation** |
| **Purpose** | The Imperium Federation is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.The following is not an exhaustive list. As a member of the Senior Leadership Team the School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of the federation including financial management, health and safety, human resources, compliance and administration. They will advise on and implement the day-to-day support that enables the individual schools to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.The Business Manager will be expected to either carry out personally or supervise these and any other necessary tasks in line with the School’s ethos. Where these tasks are delegated, the Business Manager will be responsible for ensuring that they are correctly carried out and will install necessary controls to that end. |
| **Location** | **To be negotiated as there will be a need for the SBM to visit and work with all sites under the federation.** |
| **Salary Scale** | **PO7 Spine Point 44 - 47. If the Federation continues to expand, the Governing Board will discuss SMG1** |
| **Line Management** | Administrative staff across the Federation  |
| **Report To** | **Executive Headteacher who is also their Line Manager** |
| **Main Responsibilities** | **Leadership and strategy*** Be responsible for line-managing administrative staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
* Under the direction of the Executive Headteacher, lead on all financial matters in school, to ensure the school’s successful financial performance and to ensure financial decisions are clearly linked to the school’s strategic goals
* Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to both Heads of School and staff
* Take all decisions in line with the vision and values of the school, and encourage others to do the same - the SBM is a key part of the public face of the school
* Implement, in collaboration with the SLT, a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing in collaboration with the SLT
* As a member of the senior leadership team, attend relevant leadership team meetings and generate reports to governors where appropriate

**Financial management and fundraising*** In partnership with the Executive Headteacher, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds
* Compile the budget reports for presentation to the governing board
* Monitor the budget all year round, advising the Executive Headteacher where revisions or changes are needed
* Forecast future years’ budgets, based on the school’s estimated funding and trends in expenditure, to enable the Executive Headteacher to make strategic, long-term decisions
* Comply with financial reporting requirements and submit statutory returns
* Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
* Develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
* Find and apply for grants
* Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
* Manage the school’s lettings offer

**Human resources*** Manage the federations payroll provision with the payroll provider
* Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
* Ensure that all staff have appropriate contracts of employment. Monitor contract terms generally and bring to the attention of the Executive Headteacher any changes due to revised legislation, safeguarding etc
* Advise on HR issues within school following professional HR advice and liaise with the external HR provider
* Conduct reviews of the federations staffing structure with the Executive Headteacher to ensure effective deployment of staff and financial efficiency

**Health and safety*** With the Executive Headteacher and Premises Manager, supervise the maintenance of the Federation’s sites
* Manage the school’s compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
* Organise health and safety training for staff (where appropriate)

**Compliance*** Manage the federations compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
* Track all school policies and ensure they are updated in accordance with the policy review schedule (this is done in partnership with the Executive Headteacher)
* Monitor and update the risk register.  Ensure the maintenance of an accurate up-to-date Single Central Record and ensure compliance with the appropriate regulations.  Ensure that all outside contractors comply with the relevant safeguarding checks prior to operating at any of the schools.

**Administration*** Keep records in accordance with the federation and GDPR record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Provide administrative support for the Executive Headteacher and governing body and where necessary the SLT
* Support the data protection officer - in this case the Executive Headteacher and the overarching DPO Judicium, with ensuring data protection compliance and helping the school community understand how to comply with data protection law
* Be responsible for the Census, liaising with colleagues to ensure accurate returns are completed and deadlines are met
* Prepare information for publications and returns for the DfE, LA, other agencies and stakeholders within statutory guidelines
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| **Specific areas of responsibility and accountability** | * Undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Headteacher.
* The Business Manager’s professional duties will be carried out in accordance with and subject to any statute governing the conduct of, or applying to the Federation’s business or affairs.
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