



- Post:** Business Manager
- Reports to:** Headteacher
- Grade/salary scale:** Grade 8 39 - 42 (New scale) Salary £41,675 - £44,632
- Conditions:** 37 hours per week, 52 weeks per year
- Purpose of the Post:** To work with the Headteacher and the Governing Body to develop the strategic direction of the School, and to provide professional leadership and management for all non-teaching areas of the school specifically in the areas of finance, human resources (HR), administration, premises management and development, health and safety, marketing and information systems, thereby ensuring that the resources available to the school are used to deliver the best possible educational opportunities and learning environment for our students.

Main Duties:

Strategic Leadership

- Ensure the Headteacher and Governing Body are kept abreast of all legislative changes and proposals that could affect the business, financial, HR and resources management of the School.
- Contribute to and demonstrate the overall ethos and aims of the School
- Act as the Chief Financial Officer including overseeing the school's budget and taking responsibility for financial management, reporting and compliance
- Lead all business support areas of the school including administration, premises management, HR, procurement, health and safety, information systems, marketing and fundraising.

Financial Management

- To propose develop and deliver the financial strategy for the school in support of strategic and operational plans
- Prepare for approval by the Governing Body annual estimates of income and expenditure and monitor and report performance against budgets.
- To provide regular management accounts for budget holders and to report on the financial state of the school to the Headteacher and Chair of Governing Body on at least a monthly basis.
- Advise the Governing Body on investment and financial policy, prepare appraisals for particular projects, and develop a business plan and long term financial strategy for the future development of the school.
- Advise the Governing Body on the impact of changes to national funding and opportunities for grants and other funding.
- Responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures. Review all accounting and financial regulations and procedures annually to ensure compliance with relevant legislation and other requirements, including the EFA , the Archdiocese, the Local Authority, auditors and other relevant external bodies.
- Responsible for effective and appropriate procurement, including the ordering, processing and payment of all goods and services provided to the school.
- To operate all bank accounts, ensuring that a full reconciliation is undertaken at least once a month.



- Oversee the Finance Service Level Agreements and ensure correct treatment including securing annual income targets and delivering quality services.
- Responsible for the provision of a comprehensive payroll service for all School staff, with implementation of the various pension schemes and other deduction schemes in which the school participates.
- Ensure that all monies due to school are promptly received.
- Maintain both the assets register and the risk register and provide regular reports to the Governing Body and its committees, the Head and SLT
- Responsible for seeking professional advice on insurance and advising the Governing Body on the appropriate insurances for the school, including liaison with the LA and Archdiocese.
- To lead on income generation opportunities including grants, bids and promoting shared services
- To develop the scope of the school's services, both in-house or outsourced, through price negotiations, development of SLAs and ongoing monitoring of service and compliance.
- To work with the Headteacher and the Governing Body to provide information for strategic workforce planning.
- Responsible for the obtaining of all necessary licences and permissions and ensuring their relevance and timeliness.
- D.P.O. for the school.

Health and Safety

- Formulate, monitor and implement the School's Health and Safety policy to comply with the requirements of current Health and Safety at Work and other related legislation.
- Act as the School's Health and Safety Co-coordinator and Fire Officer.
- To lead the recruitment, performance management and professional development of all School Support Staff.

Premises and Facilities Management

- Responsible for enduring the maintenance of the school site and buildings. This includes the preparation of maintenance schedules; the efficient operation of all facilities; the installations and plant for lighting, heating, hot water, cooking, ventilation, energy conservation, micro generation etc.
- Responsible for ensuring the installation and maintenance of equipment for protection against and escape from fire. Keep records of and initiate regular fire practices and alarm tests. Ensure effective emergency procedures are in place and regularly reviewed.
- Responsible for ensuring the security of the school site and the upkeep of the playing fields, gardens, all-weather pitch, land drainage etc. Ensure the maintenance of boundaries, footpaths and roads.
- Responsible for the letting of the school premises and for the development of all school facilities for out-of-school use with particular reference to the local community.
- Purchase, repair and maintain all furniture and fittings.
- To be responsible for ensuring the provision of catering, cleaning and transport services.

Line Management: Oversight

- Finance Staff
- Site Staff

Information Systems



- Ensure the School has a strategy for using technology aligned with overall vision and plans for the school ensuring value for money and effective outcomes.
- Ensure contingency plans are developed in the event of a system failure.
- To be responsible for ensuring the installation; maintenance and repair of all IT services within the school in liaison with the school network provider.
- Purchase and maintain appropriate software and services for the administrative support of the School.
- Ensure accurate records are kept of all hardware, software and licences.
- Act as Data Protection Officer, including dealing with Freedom of Information requests and Subject Access requests.

Capital Projects

- To develop the school's premises strategy and to be responsible for developing sources of capital funding and for bidding for resources to facilitate the school's long term development.
- Draw up outline specifications for new buildings through liaison with the Archdiocese, school's architect and building contractors.
- Monitor, evaluate and review all capital projects, with a particular focus on safety, financial controls, building quality and other contractual issues as appropriate.

Marketing and Development

- To develop a strategic plan for marketing and development to align with the strategic vision of the school.
- Ensure marketing, development and public relations activities present the school accurately and favourably at local and national levels and within relevant professional communities.

School

To share in the day to day running of the School, including:

- Promoting a positive atmosphere in the school through the encouragement and praise of students and staff.
- Performing occasional evening duties by attending school events as required by the Headteacher and senior leadership team.
- Carrying out the responsibilities of the post with due regard to the school's Child Protection and Safeguarding Policy, and other school policies and procedures