



Job Specification

For: Business Manager

Ref: VR/01279

Job Description

POSITION	Business Manager	GRADE	Scale 53 - 56
DEPARTMENT		LOCATION	
REPORTING TO:	Headteacher	RESPONSIBLE FOR	
HOURS PER WEEK	36	WEEKS PER ANNUM	52 Weeks

JOB PURPOSE

Overall Purpose of Job:

To serve the mission of the school and the Academy Trust by leading substantial aspects of its work. To operate, maintain and develop the administrative and financial procedures and systems of the school, in co-operation with the rest of the Leadership Team, Governing Body and Academy Trust; ensuring that all legal and safety requirements with regard to people and property are maintained. To be responsible for the school site and its buildings, their maintenance, development and efficient use. To line manage key associate staff team leaders. To advise the rest of the Leadership Team on all non-teaching matters.

MAIN DUTIES AND RESPONSIBILITIES

General:

- To fully participate as a member of the school's Senior Leadership Team and act as a trusted advisor to the Headteacher, Senior Leadership Team and Governing Body on matters related to Finance, Premises, HR and Health & Safety.
- To contribute to the School Development Plan with respect to financial planning, health and safety, estate and resources.
- To develop and lead a highly motivated team of support staff and deliver highly effective support services across the school, ensuring alignment with the overall strategy and priorities of the school.
- To prepare appropriate materials for meetings of the Governing Body and its relevant committees within the scope of the job purpose.
- To attend relevant local Governing Body and Academy Trust meetings and school events as appropriate and required.
- To brief the Governing Body on matters of concern and to advise them in their areas of responsibility to support their decision making.
- To develop and liaise with the Academy Trust to implement and maintain appropriate policies for

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Finance, Premises, HR, IT and Health & Safety.

- To line manage staff as appropriate and carry out appraisals.
- To carry out any other duties reasonably required by the Headteacher.

FINANCE

- To oversee the Finance Manager to ensure the effective provision of finance and payroll services.
- To develop, plan and implement the school's strategic business and financial plan in compliance with all financial, legal and auditing requirements.
- To produce and monitor the annual budget and three year forecasts.
- To work with the Trust to ensure the school has appropriate and accurate financial systems, processes and records.
- To advise the Headteacher, SLT, local Governing Body and Academy Trust on financial matters and to support their decision making.
- To ensure the completion of all statutory returns.
- To develop, implement and monitor procurement and value for money processes.
- To develop and implement income generation strategy including bid and grant management, funding, business and sponsorship activity.
- To lead the tender process for all service contracts, projects and building.
- To handle insurance claims.
- Ensure that the principles of best value are followed in all financial dealings.

HUMAN RESOURCES

- In conjunction with Deputy Head manage the staff appraisal process.
- Responsible for recruitment, professional development, appraisal and training of all administration and premises staff.
- Responsible for personnel matters relating to all staff and advising the Headteacher and Governing Body accordingly.
- Monitor the support staff with the help of the Headteacher's PA and advise the Headteacher on their effective deployment in meeting the school's needs.
- Produce the School Workforce Census.
- In conjunction with the Deputy Headteacher, ensure that the whole staff undertake relevant safeguarding courses/Educare.

PREMISES

- To oversee the Site Manager to ensure the effective provision and maintenance of all school facilities.
- To manage the school premises in line with the Academy Trust estate policies.
- To oversee the Site Manager in developing, implementing and monitoring a 5 year rolling programme for the maintenance and refurbishment of the fabric of the school.

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- To work with the Headteacher and Academy Trust on the development of capital projects.
- To ensure contracted services are managed effectively.
- To ensure the school provides a healthy catering service, conforming to statutory requirements; to be the main point of contact and person with oversight of the external catering contract.
- To oversee the Site Manager in their responsibility to ensure a high standard of cleaning, maintenance, security, grounds maintenance and development of buildings across the school, both internally and externally.
- To ensure the formulation, monitoring, implementation and review of the school's Health & Safety Policy.
- To oversee emergency procedures and ensure an up to date emergency plan is always in place.

IT

- To oversee the IT Manager to ensure the effective provision and maintenance of the school's IT infrastructure.
- To oversee the IT Manager in developing, implementing and monitoring a 5 year rolling programme for the maintenance and improvement of the IT infrastructure.
- To oversee the IT Manager in the management and security of data, guaranteeing compliance with GDPR and other relevant regulations.

OTHER

- To be responsible for the appropriate service contracts for HR & Payroll Services.
- To remain up-to-date with all regulatory requirements and to ensure that the school's policies and procedures are fully compliant with all legislation.
- St Pauls is a culturally diverse learning and working environment and all employees are expected to promote cultural diversity and equality.
- Contribute to the overall aims and targets of the school and take initiative to establish constructive relationships with other agencies.
- Appreciate and support the roles of other members of the school work team and share expertise and skills with others.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

Compiled by : **Fiona Louch**
Compiled on : **01/30/24**

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