

KIRKLEES COUNCIL

DIRECTORATE: CHILDREN & ADULTS

SECTION: ALL SCHOOL MODEL – BUSINESS SUPPORT

LOCATION: ALL SAINTS CATHOLIC COLLEGE

JOB TITLE: BUSINESS MANAGER

GRADE: 14

PURPOSE OF JOB

To be responsible to the Principal. The business manager is a leading support staff professional and works as a member of the Senior Leadership Team for all matters pertaining to the administration of school finances, buildings, support staff, income generation and Health and Safety. The Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives

KEY AREAS

1. Strategic Financial Management
2. Management Information Systems & ICT
3. Administration
4. Premises Management and Development
5. Staff Management
6. Whole School Projects
7. Health & Safety
8. Community
9. Development
10. General

DUTIES AND RESPONSIBILITIES

1) Strategic Financial Management

- Provide a professional, innovative and entrepreneurial lead in relation to the College's business and finances.
- Accountable for planning and implementing the school's financial strategy.
- To be responsible for the preparation, implementation and monitoring of the college's strategic budget.
- To lead and administer financial delegation, rigorous monitoring of budget headings and to make appropriate virements and adjustments.
- Ensure the school has appropriate financial systems, managing all aspects of the college's finances and be responsible for the effective management of these systems and relevant administration, ensuring compliance with Finance Regulations.

- Accountable for the college's cash flow, ensuring the implementation of creditor and debtor policies and procedures and oversee the management of working cash balances and flow.
- To be responsible for, and to manage and monitor specific ear marked funds, such as School Fund etc.to the appropriate budgets.
- To be responsible for reconciling and producing school financial summaries and LA financial reports and other related reports to the Full Governing Body/associated committee meetings and present them at the Full Governing Body and appropriate committee meetings.
- Accountable for creating SAP reports and interpret financial and salary reports for the school and balancing to financial records.
- To ensure 4 weekly returns balance and are submitted to the LA within the required deadline.
- Accountability for checking, authorising and submitting staff timesheets, overtime claims, mileage and travel claims.
- To be the co-optee on the Governors' Finance Committee and Full Governing Body.
- To be present at Full Governing Body meetings and present reports on Financial Management and Monitoring of the school and Premises updates, as needed.
- To authorise all budget orders, sign budget cheques, authorise BACS payments and ensure accurate entry on the SIMS system and associated spreadsheets.
- To be accountable for completing monthly reports on the expenditure and to balance the college bank and enabling accounts. To ensure that monthly returns for expenditure, VAT claims and reconciliation forms are forwarded to the Education Resources Group.
- To take accountability in ensuring that expenditure reports agree with actual salaries, sickness benefits and temporary allowances and to report any discrepancies.
- To represent and take leadership for the college on behalf of the Principal at external meetings e.g., Local (LA), Leeds Diocese, Kirklees Catholic Cluster school meetings and regional forums on all matters pertaining to finances in order to influence council and national government policy, procedures and philosophy.
- To periodically carry out strategic and accountability reviews of leasing agreements and contracts and ensure principles of Best Value are being adhered to.
- To strategically compare the college's performance financially over a variety of Budget headings with other schools/Councils, to investigate and implement any changes felt necessary to assure Best Value.
- To initiate periodic strategic reviews of Finance using OFSTED and DfE toolkits and report findings to the Governing Body.
- To take leadership on the implementation of the annual Finance Development Plan.
- To take the lead in planning a 3 and a 5 Year Financial Model to inform decisions undertaken by the Principal and Governing Body.
- To work independently with full autonomy in leading the generation of additional external funding and in utilising a range of alternative funding streams.
- To assist the Principal with the School's Pay Policy and Pay Progressions. Ensuring that they are reviewed annually, kept up to date and conform to all relevant schemes and conditions of service, pay scale and procedures for the entire college.
- Taking a strategic role in the management of the college's financial decision-making process. Providing appropriate staffing models for the support staff and teaching staff and preparing information for the Principal and the Governing Body.
- Lead and manage an effective, robust procurement and tender process to negotiate contracts using the most effective model to ensure value for money.
- To support the school's long term and short-term future planning for staffing, education and establishment resources.
- To complete an annual benchmarking exercise to ensure best value
- To complete an annual School Financial Value Standards and work with the Governing Body to submit to the LA.

- To ensure best value through rigorous procurement and good negotiation skills for seeking contracts.

2. **Management information Systems & ICT**

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Accountable for the introduction of new technology or improve existing technology for different purposes.
- Accountable for the school's strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Strategic leadership on all relevant policies, including GDPR for use of technology across the school.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available IT including teaching, learning and assessment systems.
- Accountable for contingency plans in place in the case of technology failure.
- Ensure data collections systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

3. **Administration**

- To be responsible for leading the school's finance team to ensure all systems and processes are adhered to and reconciled.
- To ensure full accountability for IT equipment and data security is backed up.
- Accountable for key statutory policies and guidelines
- To be responsible for the maintenance of departments' inventories and records of all college resources and to ensure the Heads of Department are complying with inventory procedures.
- To be responsible for ensuring that the necessary support resources are available to staff within college.
- Design systems that deliver outcomes based on the school's aims and goals.
- To be the lead on GDPR across the school and the DPO external officer.
- To facilitate the termly Support Staff meetings across the support staff community.

4. **Premises Management**

- Be the strategic and operational lead for the school premises team and facilitates management for managing the school building, sports centre, multi-use games area and external grounds.
- Strategic leadership for the college the prioritisation of devolved capital works in accordance with College needs, Governors' priorities, department bids, and budgeting provisions.
- Full autonomy in negotiating on behalf of the college with the Facilities Management Team in accordance with planned schedule of works for the building and sports centre.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Strategic responsibility for the logging of the repairs, preventative maintenance planned works, authority damage works to ensure the school and sports centre are fit for purpose and meet all health and safety requirements.
- To take accountability and full responsibility in leading and facilitating FM monthly meetings with the FM Team extending to SVP, DfE where appropriate.
- To liaise and consult with the Diocese for capital build projects and funding mechanisms.
- Full accountability for the strategic planning of furniture replacement in accordance with college bids and budgeting provision.
- To ensure that the furniture and equipment is up to date and that any ensuing insurance claims are promptly dealt with.
- To liaise with the cleaning provider to deal with issues with cleaning and maintenance of the building and to monitor standards on behalf of the college.

- To liaise with the catering provider to deal with issues with the canteen and catering services and to monitor standards on behalf of the college.
- To decide on the prioritisation of repairs and maintenance in accordance with budgetary provision and evaluate tenders.
- To assist with the school's Priority Schools' Building Project.
- To deal with all outside contractors, plan works schedules and supervise their work where appropriate.
- To produce, monitor, evaluate and review with the Principal, Governors and LA a 'Site Management Plan' and to attend meetings of the Finance and Resources Committee of the Governing Body.
- To liaise with the Premises Manager over any problems with the cleaning and maintenance of the schools building and to monitors standards.
- Accountable for the safe maintenance and security operation of all school premises.
- Accountable for the continuing availability of utilities, site services and equipment.
- Responsible for all ancillary services, e.g., Catering, cleaning etc. and are monitored and managed effectively.
- Seek professional advice on insurance and lead on the appropriate insurances for the school and implement and manage such schemes accordingly.

5. **Staff Management**

- To directly line manage the Finance Team, Premises Manager and ICT Technicians.
- Lead a multi-disciplined team of support staff across the whole school, including the allocation, co-ordination of work, staff development and training.
- Strategically evaluate the school's objectives, obtaining information to link into workforce planning.
- Responsible for an effective support staff structure in place to meet the school development requirements, identifying any training and development of staff.
- Ensure all staff have a clear understanding of the policies and procedures and carry out their duties in line with these policies and procedures.
- Make use of specialist expertise in relation to HR and Payroll issues.

6. **Whole School Projects**

- Lead and manage a number of significant whole school projects, which can range from refit, a major refurbishment or similar providing feedback to the Senior Leadership Team as appropriate.
- Responsible for the development, implementation of all aspects of the projects ensuring compliance with any statutory legislation. LA requirements and the pre-determined timescales.

7. **Health & Safety**

- Act as the school's Health & Safety Co-ordinator.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and distributed to all stakeholders.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the LA.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
- Strategic lead on the school's Emergency Planning including revising policy as and when required.
- Plan evacuation, evacuation drills and evaluate accordingly. Report findings to Senior Leadership Team and Governing Body.

8. Community

- To promote and facilitate the community use of all the college's facilities. To work with external letting leaders and representatives, other community users and local elected members to enhance the facilities and its use.
- To lead and engage with the external letting provider in the activities of the college. This involves local elected members, community leaders and providers, business and industry, charity organisations and local residents.
- To be accountable for income and expenditure encountered from community use of the school.

9. Development

- To lead a strategic annual review of staffing structures and to suggest future developments and changes to the Principal.
- Negotiate and influence strategic decision making within the school's Senior Leadership Team.
- Plan and manage change in accordance with the school development/strategic plan.

10. General

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Principal from time to time.
- The jobholder's duties must at all times be carried out in compliance with the school's Equal Opportunities and Race Equality Policy and other policies designed to protect employees or service users from harassment.
- To take reasonable care of the health and safety of self, other persons and resources whilst at work co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the school's Health and Safety Policy.
- It is the duty of the jobholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The jobholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.
- Accountability to safeguard the assets and reputation of the school and ensure truthfulness in all public communications.
- Have regard for the ethos, policies and practices of the organisation and maintain high standards in your behaviour, attendance and punctuality. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Organisation communications.

This Job Description is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.

Responsible to: Principal

Responsible for: Finance Team / IT Team / Premises Team

For Office Use Only:

Job Category	SCHOOLS (Maintained)	Grading ID	
Job ID		Last Updated	April 2020