



CHATHAM & CLARENDON GRAMMAR SCHOOL

Job Description

Job Title:	Business Manager
Department:	Senior Leadership Team
Location:	All Sites
Grade:	Band 13 Points 50 – 56 (£60,518 - £69,425)
Responsible to:	Headteacher
Responsible for:	Finance Manager, HR & Administration Manager, Networks Manager, Catering Manager, Premises Manager, Cover Manager, Admissions Registrar

Overview of Job:

Working with the Headteacher and within policies adopted by the Governing Body to ensure support resources are deployed to enable an optimum teaching and learning environment.

As part of your role you will act as Company Secretary for the Trust. As a member of the School's Leadership Team you will contribute to the development of strategic plans and work proactively towards the achievement of organisational objectives.

Purpose of the Job:

To provide leadership and management of the operational business of the school to provide best value and enhance effectiveness leading to improved standards of achievement.

To safeguard school assets through the sound management of finances and estates.

Scope:

MAIN DUTIES AND RESPONSIBILITIES

(a) Governance

To be Company Secretary for the Trust, working with the Clerk to the Governors to ensure the work of the governing body meets its statutory responsibilities as a Company and an exempt charity and provides effective governance for the School.

(b) Finance

To provide strategic leadership of financial planning and deployment of funds, working closely with the Headteacher and members of the Leadership Team (SLT).

To have overall responsibility for the Finance Manager including working with the school's external accountants and auditors to produce the company accounts, ensuring compliance with company law and all the requirements of the DfE in relation to Academies are met.

To facilitate the work of the Governors' Finance & Resources Committee, ensuring budgets and management accounts are compiled to ensure governors are well informed.

To manage the school's financial systems and procedures, including delivery of cost effective services and structures that are in line with government recommendations for Academies and good practice.

To work with the school's external accountants and the Governor responsible for overseeing the school's statutory obligations.

To be skilled in procurement processes and contract negotiation and ensure the school follows the law and best practice for the procurement and monitoring of contracts.

To ensure appropriate insurance cover is in place and to carry out regular assessment of the School's business risk.

To seek investment and income generation opportunities.

To liaise with the DfE, and any other funding bodies on financial issues affecting the School, keeping abreast of financial developments across the educational sector, particularly in relation to academies.

(c) Human Resources

Together with the Headteacher and the HR Manager to ensure the School follows good employment practices.

To ensure that HR issues are properly managed within the School, proposing, for staff consultation and governor approval, the introduction of and changes to relevant School policies and procedures to ensure compliance with employment legislation and guidance.

To ensure the School meets its statutory responsibilities as an employer, working with the HMRC, with Teachers' Pensions and the Local Government Pension Scheme and with the School's payroll provider.

To encourage, and provide opportunities for the professional development of all support staff.

To have overall responsibility for ensuring the School complies with legal requirements and guidance on the safeguarding of children in relation to DBS checks and safe employment practices.

To have overall responsibility for ensuring the HR and Administration Manager issues contracts and change of contract letters for all teaching and support staff.

To keep apprised of new developments in employment law.

(d) School premises and environment

To take a leading role in creating and maintaining a safe, secure and optimal learning environment for all users, working closely with the Site Manager.

To be responsible for health and safety within your own working environment.

To be responsible for the health and safety in the School, ensuring that all staff know and carry out their own responsibilities and good risk assessment is part of the organisational culture.

To chair the Health and Safety Committee.

To take a leading role in planning, implementing and reviewing the long-term site development plan, working with governors and the School Leadership Team.

To plan and manage construction projects, and write bids for capital funding.

To plan repairs and maintenance within the context of the long-term site development plan and to ensure buildings and infrastructure are legally compliant.

To take a leading role in promoting sustainable practice.

To promote community use of the School's facilities.

(e) School management

To work with senior colleagues to ensure support staffing structures meet the current and future needs of the School in the most cost-effective way.

To be responsible for legal compliance re: data protection, licences, public events, sale of alcohol, freedom of information, copyright, School minibuses etc.

To work with the School's Network Manager in developing the use of IT to ensure administration systems are efficient and cost-effective.

Define and oversee the strategic direction of the school's marketing and communications, ensuring alignment with the school's values and objectives.

To ensure completion of all statutory returns to DfE, etc.

To line manage support staff in accordance with the current line management structure.

To ensure all support staff have up-to-date job specifications and an annual performance review and are appropriately managed by their line managers.

During School holidays in the Headteacher's absence to deputise as necessary for onsite matters. Any Safeguarding issues will be dealt with by the DSL's

(f) Generic

To promote and safeguard the welfare of the young people the post holder is responsible for or comes into contact with.

To ensure that all policies are regularly reviewed, updated as necessary and any new policies are produced, by the appropriate member of staff

To be aware of and work within all School policies as appropriate.

To be proactive and take responsibility for ones own continuing professional and personal development, aside from any specific appraisal targets set by the Headteacher

To carry out such other duties as are required by the governors or the Headteacher and as are commensurate with the grade of the post.

To be reasonably flexible in working arrangements and in the allocation of duties to reflect changing roles and responsibilities.

WORKING PRACTICE

To work closely with the Headteacher and the School Leadership Team on new initiatives, agreeing strategies and managing change so as to ensure new policies and procedures are embedded across the School.

To work effectively with teaching staff, support staff and other professionals, applying his/her own strengths and expertise to contribute positively to the overall aims and objectives of the School.

To take an active role in developing and supporting a culture of team working.

SPECIAL CONSIDERATIONS

The postholder is subject to the provisions of all child protection legislation, and the School's policies governing staff who work with children and vulnerable adults.

The postholder is expected to work irregular hours to meet the requirements of the post, e.g. attending governors' meetings, School meetings and functions. This can often mean an extended working day. Work within school will therefore be undertaken on a flexible working hours arrangement.

To perform such duties as the Headteacher may reasonably require or that professionalism dictates.