



Job Details

Job title: Business Manager

Hours: 37.5hrs, 8am – 4pm

Contract type: Full time, 52 weeks

Reporting to: Proprietor & Headteacher

Job Description

Purpose

As Business Manager, you will play a key role in increasing the visibility of the company including harnessing new business opportunities and promoting the company via a range of marketing strategies. The role holder will also work alongside the proprietor and other senior managers of our schools to lead on HR, health and safety and finance matters.

Business Development

- Developing new business for NR Education Ltd.
- Identifying new business opportunities across markets, clients, products, and services.
- Developing innovative ways to reach new contacts and potential clients.
- Maintaining and developing relationships with current clients.
- Possessing a strong understanding of the company's products and potential services, as well as the competition in the industry.

Marketing and Promotions

- Strategy development and planning of campaigns that can promote the business and generate genuine traffic (both offline and online)
- Implementation of the marketing campaigns from ideation to final analysis and refinement
- Creating engaging and informative content for the website, blog, social media, and any other content marketing channels that the business might leverage
- Building sustainable relationships and partnerships with other key players

Finance

- Be the lead person, advising on all financial matters, to ensure the school maintains financial probity at all times, with systems which are compliant with all regulations.
- Work with the Headteacher/Proprietor to set the annual budget. Use your knowledge of forward financial forecasts to advise on possible future financial developments for the school.
- Following discussions relating to the School Improvement Plan, and the longer term aims of the Headteacher/Proprietor, annually develop a three-year budget plan.

- Monitor the outturn of the current budget and work with the Headteacher/Proprietor to adjust spending as necessary.
- Produce reports and notes for Headteacher/Proprietor & Governors, and explain all aspects of the financial management of the school.
- Complete all returns for LA & DfE in accordance with deadlines.
- Authorise payments (both within school and the actual payment through the bank).
- Act as the primary contact for all external customers, suppliers and agencies regarding school finance.
- Oversee the set up and use of school bank accounts and corporate cards. Act as primary contact for these accounts.
- Act as the primary contact for external agencies e.g. LA, DfE on all financial matters.
- Rigorously follow up external sources of income such as central funding, external grants and insurance claims
- Conduct financial benchmarking exercises for governors in order to identify anomalies in school spending patterns.
- Lead external audits e.g. compliance, fraud, corporate card audit, HMRC.
- Prepare Financial Risk Register for governors.

Payroll

- Manage the payroll process within the school. This includes informing the payroll provider of all starters / leavers / contract changes / extra payments due / sickness absences etc
- Administering & agreeing the monthly payroll, ensuring it is correct, making all necessary payments (HMRC, pensions etc), ensuring staff pay and extra payments are made correctly.
- Have a comprehensive understanding of tax, pensions, statutory payments (sick pay, maternity pay).
- Administer the process for pay increases. Ensure that performance management outcomes are available to inform staff pay rises. Calculate new FTE pay and pro-rata salaries, plus any lump sums due. Advise payroll of new salaries / grades/ holiday allowances. Prepare & issue appropriate letters to support staff. Prepare & issue statutory advice to teaching staff. Advise HR provider of new salaries. Update internal school records with new salaries.

HR

- You will play a leading role in all matters pertaining to HR, advising the Headteacher/Proprietor as required.
- In terms of recruitment, you will be asked to complete the safer recruitment training in order to play a part on interview panels as required.
- You will play a full part in managing the recruitment process for staff. This will include writing adverts, screening applications and arranging interviews. You will ensure that any recruitment process complies with safer recruitment practices.
- On occasion, you may be required to write rejection letters/emails for those unsuccessful in being allocated an interview, or speak to those unsuccessful at the interview stage if you have conducted the interviews.
- You will attain references and complete the DBS process for new starters.

- You will prepare contracts and write job descriptions as required.
- You will manage the resignation process for all staff.
- You will liaise with payroll and HR as required to set up new starters.
- You will complete the induction process for all new starters and liaise with the line managers of new staff in order to manage probationary periods and final reviews.
- In disciplinary/competency matters, you will support the Headteacher/Proprietor as required, and play as full a role as necessary in completing any processes relating to these matters.
- You will manage instances of ill health/long term staff absence, referring to Occupational Health as required. As part of this you will monitor staff absence patterns.
- You will complete back to work interviews for staff returning to work after periods of absence.
- You will act as administrator and key liaison person for our HR provider.
- Complete performance management and facilitate CPD for administration and premises staff. Source training as required e.g. school e-safety online training, wraparound food hygiene training, first aid courses

Health and Safety

- You will act as the lead person for health and safety, and hence must be aware of the key legislation relating to H&S.
- You will agree to undertake comprehensive H&S training that covers all of the responsibilities of the school.
- You will develop site-specific knowledge about our school.
- You will manage the development and implementation of the school's H&S policy.
- Complete risk assessments and put in place any necessary controls.
- Manage the operation of site manager and cleaners.
- Be responsible for liaising with external contractors who work on site, to ensure that all matters relating to H&S are upheld. This will include informing them of any site specific risks, and overseeing their activities on site.
- Provide information and training on H&S matters as required.
- Have responsibility for all aspects of the safe operation of the school site. This includes ensuring that statutory testing regimes are completed i.e. legionella, fire alarm, and all matters relating to the management of the asbestos record.
- You will complete any paperwork required in reporting accidents.
- Complete a H&S induction with all new members of staff, and ensure that relevant staff maintain currency on any H&S related qualifications.
- Provide a termly report to governors on H and S matters.
- Be a champion for H&S matters amongst the school community.

Support Services

- Oversee the operation & development of school administration functions – assess routines, look for improvements, suggest systems & changes etc
- Procure, negotiate & administer contracts to support the school e.g. telephone, insurance, printers, IT support. Read other contracts the school is considering & provide advice
- Act as system manager for school information management and finance IT systems



Facilities & Premises

- Ensure compliance with statutory checks & inspections.
- Arrange Fire Risk Assessments, re-measuring of floor space & other premises visits by external agencies.
- Arrange non-statutory support contracts e.g. PAT, Air conditioning maintenance.
- Liaise with KCC re premises visits & updating their database.
- Liaise with the Site Manager regarding any repair & maintenance tasks, decorating etc.

Ad-Hoc

- Advise on the review and development of all school policies relating to your sphere of responsibility, including Finance, Lettings, Charging & Fraud, HR and Health and Safety.
- Control of school entry system software, allocation & deletion of access to staff, contractors etc
- Oversee & manage various school central control systems e.g. DfE Sign In
- Annual review & re-writing of School Emergency & Business Continuity Plan
- Ensure compliance with GDPR (school contact & admin of systems e.g. DPO, GDPRIS) & Data Protection legislation.

Person Specification

Criteria	Qualities	Essential or Desirable?
Qualifications and training	• A professional qualification in Business Management, Accountancy or Human Resources.	Essential
Experience	• Experience of budget monitoring and account reconciliation. • Experience of project management. • Experience of producing a variety of financial reports including detailed management accounts. • Experience of undertaking a range of administrative and technical duties.	Essential
Knowledge	• A sound knowledge of budget management and accounting techniques. • A sound knowledge of a range of computer applications including financial management systems. • Knowledge of facilities and premises management. • Knowledge of employment law.	Essential
Skills	• Ability to work independently demonstrating initiative and proactivity. • Ability to contribute to school business planning. • Ability to act as systems manager for the school. • Ability to develop and maintain efficient record keeping systems. • Ability to analyse and interpret complex information and make recommendations. • Ability to problem solve. • Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc. • Ability to negotiate "best value" with suppliers. • Ability to communicate with a range of audiences including colleagues, governors, officers of the county council and suppliers. • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. • Ability to show sensitivity and objectivity in dealing with confidential issues.	Essential

This job description may be amended at any time in consultation with the postholder.