Business Manager for the Tonbridge Federation

(Hugh Christie School and Long Mead Community Primary School)

Main Areas of Responsibility

**Reporting to:** The Executive Principal

**Member of the Federation Leadership Team and attendee of Governing Body meetings**

**Liaising with**: The Governing Body, Heads of School, Premises Team (MITIE PFI, KEP, Long Mead Caretaker / cleaning contractor), school transport providers, payroll providers, staff, parents, pupils and other appropriate stakeholders.

**Disclosure level:** Enhanced DBS

**Start date:** 1st May 2020

**Salary:** Kent range 10-12

Operations

* To have an overview, strategic and on a day to day basis, of both, facilities and human resources and ICT
* To advise the Executive Principal and Governors on key strategies, policies and decisions in these areas.
* Line manage the Administration and Finance Teams
* Liaise regularly with teaching and support staff that may have operational responsibility, following up with action where required
* Ensure there is a calendar of events and that the Premises Team are aware of these.
* Liaise regularly with the Premises Team (MITIE, KEP, Long Mead Caretaker / Cleaning contractor) to ensure appropriate standards are met and health and safety requirements are adhered to.
* Line manage the support staff and responsible for financial systems and processes and to advise the principal on financial status and assist with financial services
* To oversee the accuracy of data entered into SIMS following up with appropriate action where required.
* To oversee staff workforce census and Long Mead pupil census.
* To work with Premises Team to ensure loose furniture purchases are finalised, deliveries checked etc.
* Oversight of all contract service level agreements in liaison with appropriate persons, including catering, printers, maintenance services etc.
* Responsible for ensuring the Federation has the correct licensing agreements in place.
* To work with the Premises Team to establish systems for the management of day to day maintenance and planned maintenance following up any outstanding buildings issues.
* To keep records of all maintenance contracts and ensure value for money in consultation with the Premises Team.
* To record areas of buildings work that may be considered not fit for purpose and follow up in writing with complaints to various external contractors at Long Mead.
* Planning with other support staff for any special days e.g. Visitors, open evenings etc.
* Liaise with contractors and the Governing Body regarding capital building projects
* To organise and clerk half termly Health & Safety meetings with the Health and Safety Governor and Premises Team, ensuring findings and recommendations are communicated and actioned by the appropriate staff.
* To review relevant policies as required and update as appropriate in liaison with the Executive Principal and the Governors.
* Responsible for strategic planning of ICT systems.
* Liaise with school transport providers to ensure an efficient and cost effective service. Liaise with parents where complaints about the service requires action by the school.
* Oversee the updating of the school websites and ensure they are compliant with DEF standards.
* Carry out Early Years Headcount claim three times a year (FF2 claims termly)
* Represent the school on the Hugh Christie Sports Association committee and attend their twice yearly meetings (evenings).

Personnel

* Be responsible for ensuring all forms including timesheets, expenses, deductions are submitted to meet payroll deadlines
* Monitor and reconcile the payment of salaries by the school’s payroll provider, liaising with the payroll provider as required
* Liaise with the member of staff responsible for HR administration to ensure staff details relating to salaries and pensions are accurate. Update any changes into SIMS and ensure accuracy
* Respond to staff or payroll provider pension queries
* Oversee the work force census and ensure deadlines for any submissions are adhered to.

Finance and resources

* Prepare detailed three year budgets that show the forecast budget position for the schools based on staffing and pupil number scenarios and that link with the priorities identified in the schools’ improvement plans.
* Facilitate the medium term financial planning process for the school and ensure that robust monitoring arrangements are in place that will actively support the identification of savings and pressures across both schools.
* Take a leading role in assisting with setting and monitoring the Annual budget.
* Prepare the budget monitoring reports and projected out turns accordingly for presentation to the Executive Principal and School Governing Body and for submission to the Local Education Authority. This includes monitoring income and expenditure throughout the year and providing advice and recommendations to ensure expenditure stays within the budget.
* To act as cost centre manager for specific budget areas and provide advice to staff on financial matters such as budgetary controls.
* Oversee the financial management of external funding streams by providing timely and accurate information on grants as requested and ensure that robust arrangements are in place that adhere to financial rules and regulations.
* Implement the closure of accounts at year end in accordance with Financial Regulations and professional accounting standards
* Manage and balance the School Fund (voluntary contribution) accounts.
* Manage and maintain the Federation’s accounting function to agreed procedures, providing advice and assistance to the Executive Principal and Board of Governors
* Establish departmental budgets, monitoring spending of budgets and preparing annual returns
* Prepare financial reports for the Executive Principal and present to Governor meetings, to advise on and monitor the budget
* Advise on compliance with financial legislation and guidance eg HMRC, Department for Education
* Prepare financial returns for submission to KCC and others as required identifying major variances and reasons for such variances
* Assist in preparation of audit, liaise with Auditors, providing all information as required and dealing with any queries
* Complete the annual Schools Financial Value Standard self-assessment
* Carry out and keep cost analysis and other financial information including annual benchmarking against similar schools
* Ensure compliance with data protection regulations including General Data Protection Regulation (GDPR)
* Maintain and monitor accurate records of income and expenditure, payment of invoices, security and banking of money
* Maintain and oversee all bank accounts including the school’s credit card, completing monthly reconciliation and reporting banking errors
* Assist in the preparation of accurate VAT accounting so that VAT reclaim returns can be prepared
* Be responsible for cash flow projections and all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips
* Maintain computerised accounting functions and budget control
* Be responsible for the placement of orders, ensuring they are processed via the school’s computerised ordering system
* Liaise with suppliers, ordering stock, checking deliveries, scrutinising and paying invoices
* Raise invoices to external bodies for services provided by the school and follow up their prompt payment
* Co-ordinate and maintain a list of approved contractors and suppliers to ensure best value
* Ensure the school’s asset register is maintained and kept up to date

Additional Responsibilities

* To engage actively in the appraisal process, addressing appraisal targets set by the line manager each autumn term;
* To promote equal opportunities and celebrate diversity
* To play a full part in the life of the schools communities, to support their vision and values and to encourage staff and students to follow this example
* To show a record of excellent attendance and punctuality.
* To adhere to the Federation’s Dress Code.

Person Specification

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| **Qualifications, Knowledge and Training** | * Secure knowledge and experience of using Microsoft software and SIMS packages * Secure knowledge and experience of school financial management * Secure Knowledge of Health and Safety legislation * Knowledge of Human Resources legislation * Knowledge of procurement processes |
| **Experience** | * At least 5 years’ experience working an office environment * At least 2 years’ experience of managing a team of staff in a variety of different areas * Experience of effectively managing and being accountable for a large budget * Experience of training staff successfully in a range of duties * Experience of working as part of a team * Experience of effectively reporting and presenting to stakeholders |
| **Personal Skills, Abilities & Qualities** | * Good verbal and written communication skills in order to communicate with a wide variety of stakeholders * Understanding of the needs of the school / education environment * Excellent organisational skills * Highly numerate * Ability to work on own initiative * Ability to manage budgets * Ability to have challenging conversations * Ability to lead and motivate a multi-disciplinary team in order to deliver high standards * Ability to manage a team of staff * Appraisal or Performance Management skills * Project Management skills * Empathy with the aims and objectives of the Tonbridge Federation * Ability to work as part of a team * Willingness to continue professional development * Commitment to equality and diversity |

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|  | **Description** | **Desirable** | |
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