



## SCHOOL BUSINESS MANAGER JOB DESCRIPTION

Designation of Post:	<b>School Business Manager Full Time (Permanent)</b>	Pay Scale	
Accountable to:	<b>Head Teacher, SLT and Governors</b>		
The Purpose of this Post:	To take the lead on the school's strategic approach for school operations, managing Finance & Human Resources on a day to day basis, with an overview of Premises & Facilities, Health & Safety, Data Administration, Compliance, IT, Asset Control, and Marketing.		

### Overview of this role:

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

### Main Duties and Responsibilities

#### Finance

- To secure the sustainable financial viability of the School, contributing to whole school development planning, leading strategies for financial and organisational initiatives and budget setting;
- Be responsible for the day to day line management of the Finance team;
- Undertake financial authorisation, reconciliation and monitoring returns as and when required;
- Report to Governors and attend all Full Governing Body Meetings and Governors' E&F meetings;
- Ensure the School's financial position and procedures are aligned to the school's vision, values and objectives to promote the best outcomes for all and comply with all relevant statutory policies, procedures and reporting requirements;
- Seek and make use of specialist financial expertise to achieve value for money;
- Monitor the effectiveness, efficiency, compliance and implementation of School contracts and agreements;
- Select appropriate investments taking account of risks and stakeholder views in order to maximise return;
- Explore streams of new income through effective bid writing, partnerships, joint ventures and business development.

#### Human Resources

- Be responsible for the day to day HR activities that are required by the school;
- Liaise with Teachers' Pensions and Merseyside Pension Fund as required;
- Ensure arrangements are in place for an effective payroll system and ensure compliance with all relevant legislation;
- Ensure all government statutory returns and payments are submitted accurately and on time;
- Be responsible for the recruitment, induction, performance management and continued professional development of the Support Staff Team.

### **Administration and Operations**

- Have oversight of the school office and receptions and be responsible for the line management of the Office manager.
- Have oversight of returns, operations and administrative duties required by the school.

### **Health & Safety, Premises, Procurement and Asset Management**

- The Lead Professional with strategic overview of the school's site, buildings, equipment and facilities with responsibility for the day to day line management of the H & S, Premises Manager;
- Lead in all procurement negotiations and variations to current contracts, monitoring standards against performance in line with output specifications to ensure the school achieves maximum value for money;
- Ensure a compliant and robust Health and Safety Management System is in place with effective contingency plans in place for emergency procedures, illness, accident, fire and other emergencies;
- Have strategic oversight for risk management within the School and advise on loss prevention strategies in the school to reduce insurance costs;
- Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets;
- Ensure that the School's systems, processes and infrastructure support the planned efficiency and productivity of the operational services.

### **Catering**

- Have oversight of the catering operations in KS3&KS4, including the production of monthly financial reports and be responsible for line management of the Catering Manager
- Present catering information and monitoring figures to the head teacher and Governors on a regularly.

### **GDPR**

- Ensure the School is fully compliant with GDPR and liaise with the DPO as and when required
- Organise annual GDPR training for staff and Governors and report regularly on progress to Governors.

### **Other**

- Lead and manage change in accordance with the School's Development Plan;
- Provide clear direction, acting as a role model to inspire higher standards and results in others through business improvement and embedding professional business standards;
- Foster a culture of continuous improvement and collaboration, demonstrating a commitment to quality and service of business operations;
- Participate in organisational improvement projects and programmes as required, responding to national and local policy, including the management of impact of change;
- Work collaboratively with operational and educational staff in education and business functions to improve efficiency, sharing information and constructively supporting others;
- Analyse management information in a way that allows it to influence operational decisions made, and develop plans to facilitate operational process, efficiency and effectiveness.

### **Additional Duties**

- To adhere to Safeguarding and Child Protection procedures in line with school policy;
- To ensure own CPD needs are planned for and met through professionally recognised qualifications;
- To adopt a flexible approach and attitude to working hours, as the post holder will sometimes be required to work outside normal working hours;
- To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher.

### **Health & Safety**

All staff at Broughton Hall Catholic High School are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Health & Safety Manager.

### **Equality & Diversity**

Staff at Broughton Hall Catholic High School are expected to promote equality of opportunity for all, both current and prospective, and to support an environment that values diversity and respect.

**Data Protection**

All staff have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.

**Safeguarding & Child Protection**

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.