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# Federation Schools’ Business Manager

**Job title:** Federation Schools’ Business Manager

**Reporting to:** The Executive Head Teacher

**Effective date of JD:** 1st Match 2022

**Salary Range:** Grade 10 point 26 - 28

## Job Purpose including main duties and responsibilities:

Working as a member of the Federation Executive Leadership Team to:

* assist the Executive Head Teacher in her duty to ensure that the school meets its educational aims, within budget and within an environment that promotes ethical behaviour and the highest standards of personal responsibility
* enable the Schools within The Federation to give every pupil high quality education which promotes the highest possible standards of achievement
* make a positive contribution to The Federation Executive Leadership Team

# PRINCIPAL DUTIES AND RESPONSIBILITIES (FEDERATION)

**Leadership & Strategy**

* Attend Executive Leadership Team, appropriate Governors’ sub-committee meetings and full Governors’ meetings.
* In the absence of the Executive Head Teacher, take delegated responsibility for Financial and other decisions.
* Understand the national and global political, economic, social, technological, legal and environmental trends that may impact upon educational practice and strategic intent.
* Challenge underperformance at all levels.
* Comply with, and assist with the development of, policies and procedures relating to finance and data protection and site safety and security; reporting all concerns to an appropriate person.

**Financial Resource Management**

* Comply with financial regulations relating to the budgets.
* Advise on compilation of Annual School Budgets
* Use the agreed budgets to actively monitor and control performance to achieve value for money.
* Identify and inform the Executive Head Teacher and Governors of the causes of significant variance.
* Provide ongoing budgetary information to relevant people.
* Advise the Executive Head Teacher and Governors if fraudulent activities are suspected or uncovered.
* Make use of specialist financial expertise.
* Undertake inter-federation journals
* Assist with the preparation of timely and fully costed proposals, recommendations or bids.
* Monitor the effectiveness and implementation of agreements with external suppliers.
* Prepare SFVS returns for Governors and Council
* Prepare School Benchmarking Reports for Governors
* Monitor the income and expenditure of devolved formula capital budgets, providing appropriate returns to the DFC and DfE
* To take responsibility for ensuring that efficient and safe routines are maintained concerning collection, security and distribution of cash
* To ensure compliance with financial regulations and audit
* Oversee the management of the day to day operation of the school payroll through coordination with the payroll provider
* To assist the ELT secure special grant funding, sponsorship and other income generating activities
* To manage and evaluate service level agreements and contracts and keep such contracts under review by comparison with alternative providers and explore cost saving initiatives
* to represent the Executive Head Teacher at appropriate meetings related to the school’s finances
* control, reconcile and forward for external audit any Federation Governor bank accounts (DFC)
* liaise with external auditors with regards to all Federated School Funds and Governors accounts

**Administration Management**

* Manage the Federation administrative function and lead designated support staff.
* Design and maintain administrative systems that deliver outcomes based on the federation’s aims and goals.
* Establish and use effective methods to review and improve administrative systems.
* Prepare information for publications and returns for the DfE, LA, diocese and other agencies and stakeholders within statutory guidelines.

**Management Information Systems & ICT**

* Working with the Network Manager/ICT Lead within each school:-Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment system

**Human Resource Management**

* Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy processes comply with the Local Authority’s policies and procedures.
* To advise the Executive Head Teacher and Governing Body on payroll and personnel issues including assessment of salaries, expenses, sickness and maternity procedures, redundancy ad other matters of dismissal – seeking appropriate professional and legal advice where necessary.
* To oversee the preparation of necessary documentation to inform staff in writing annually of their current salary.
* To maintain all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; DBS and medical checks; annual salary verification letters and maintenance of the personnel database (SIMS) and confidential files
* To maintain accurate personnel records for each member of staff including the single central record
* To participate in the recruitment, selection, appointment and performance management of staff
* To liaise with the payroll provider, issue staff contracts and amendments

**Facility & Property Management**

The Schools’ Business Manager works as part of a team of support staff to ensure that:-

* Planning and construction processes are undertaken in line with contractual obligations.
* To oversee the priorities of work around the site in accordance with the school’s asset management plan and school improvement plan
* To have joint responsibility with the Executive Head Teacher to establish and maintain a rolling programme of refurbishment works within budgetary constraints
* Develop and maintain a comprehensive disaster and recovery plan
* To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment
* To ensure that all regular Health and Safety Inspections are carried out in a timely fashion and any identified work is carried out (PAT, Legionella, Gas safety, etc)
* To ensure that all staff members know their responsibilities for the safe working environment within the school.
* The provision of utilities, site services and equipment is uninterrupted.
* Contractual obligations for outsourced school services are continuously monitored, assessed and reviewed
* Ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
* The letting of school premises to external organisations, for the development of extended services and local community requirements, is adequately managed.

**Health & Safety**

Ensure that:

* There is a Health & Safety Co-ordinator and Fire Officer for the school.
* Fire practices and alarm tests are carried out, with appropriate records being maintained.
* The school’s written Health & Safety policy statement is clearly communicated and available to all people.
* The Health & Safety policy is clearly communicated, available to all people, and is subject to review and assessment at regular intervals or as needed.
* There is regular consultation with people on Health and Safety issues, and systems in place to allow effective monitoring, measuring and reporting of Health and Safety issues to the Senior Team, Governors and, where appropriate, the Health & Safety Executive.
* Systems are in place to enable the identification of hazards and risk assessments.
* The maximum level of security consistent with the ethos of the school is maintained.

**Other Duties**

**The School Business Manager will be expected to organise his/her own work to meet defined objectives**

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

As above federation duties plus specific school duties

* Control, reconcile and forward for external audit any Federation Governor Bank accounts
* Authorise suppliers invoices for payment
* Ensure all bank accounts are reconciled
* Comply with financial regulations relating to the budget, School Fund and Imprest accounts
* Liaise with external partners as appropriate to prepare bids for Capital projects
* Manage school credit cards and card control system
* Present school accounts and governors accounts to governors
* manage recharges to tenants of the School House for water
* liaise with property staff re site activities
* liaise with local residents re issues involving the school
* maintain a high profile/ presence around school with pupils, parents and visitors
* maintain and develop close links with the LA and diocese.

The governors of the Harris Gough Federation are committed to safeguarding and promoting the welfare of children and as such expects all staff and volunteers to share this commitment.

This job description is subject to review by the Executive Head Teacher in negotiation with the post holder at any time. However an annual review of this job description and allocation of particular responsibilities will take place as part of the agreed appraisal procedure.

Date of Job description

Post holder:

Signed……………………………………………………………..Date:

Executive Head Teacher:

Signed……………………………………………………………..Date: