

# QUEENS PARK ACADEMY – School Business Manager

## Job description

**Reporting to:** Headteacher

**Hours of work:** 40 hours a week (flexible for the right candidate), term time only plus 2 weeks

Leads and manages: financial administration, general administration, facilities, health and safety and site team, HR administration.

### **Purpose of the job:**

- The Business Manager is the schools leading support staff professional and works as part of the senior leadership team to assist the Headteacher to ensure that the school meets its educational aims and outcomes.
- The Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's vision as set by the Headteacher, Senior Leadership Team (SLT) and Governors.
- The Business Manager is responsible for the financial resource management, administration management, human resource management, facility and property management and health and safety compliance of the school.
- The Business Manager works as part of the SLT to identify additional sources of income through grant application and community partnerships.

### **Main duties and responsibilities**

#### **Leadership and strategy:**

- As a member of the school's senior leadership team you will participate in decision making and share collective responsibility for leadership and management of the school.
- Attend senior leadership team and governor subcommittee meetings.
- Contribute to the development of the school and the long-term financial strategy for the future development of the school.
- Plan and manage strategic spending and projects in accordance with the school improvement plan.
- Leadership and strategic management of the premises and administrative staff. This includes line management, effective deployment, dealing with personnel issues, training and annual performance management and recruitment to roles.

#### **Financial Management:**

The School Business Manager will provide strategic development and management of finance including income generation (lettings, fundraising events, sponsorship and grant applications), value for money, preparation of financial reports and preparation of the budget in discussion with the Headteacher.

#### **This will include:**

- Preparation in consultation with the Headteacher of the school's annual budget and future budget forecasting ensuring effective use of public money.

- Monitoring and reporting on the school's budget, cash flow and spend at regular intervals.
- Undertake financial benchmarking and advise the Headteacher and Governors on best value.
- Preparation of all financial returns required by the DFE, ESFA and other statutory authorities within set deadlines.
- Liaise with external regulators and internal auditors as required.
- Line management of the school's finance assistant
- Providing specialist advice to the Headteacher, governing body and leadership team on national and local financial guidelines, policies and legislation and interpreting matters of financial policy, procedure and statute to ensure compliance.

Support for financial management is provided by an assistant bursar.

#### **Personnel Management and HR:**

- To oversee the management of the administrative process of the school's payroll for all school staff in conjunction with school policy.
- Have oversight of the management, recruitment, performance management and training of all staff.
- Have direct line management responsibility for premises and administrative staff.

#### **Administrative and Communications Management:**

- Lead and manage the administrative and communication function of the school, ensuring that there are efficient systems and procedures in place for the smooth running of the school.
- In conjunction with the senior leadership team to be responsible for the marketing and PR of Queens Park Academy ensuring the prospectus and website are up to date.

#### **Health and Safety:**

- Manage the school's compliance with Health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.
- Organise health and safety and first aid training for staff
- Maintain an up to date critical incident and emergency plan.

#### **Facility and Property Management:**

- Line manage the Premises staff to ensure the efficient maintenance and use of the site and the management of external contractors including grounds maintenance and compliance with health and safety regulations.
- With the Headteacher, Governors and premises staff plan for and supervise the maintenance of the school site.
- Leading site development and liaising with relevant outside agencies.

#### **Compliance:**

- To act as Data Protection Officer for the school by ensuring the school's privacy notices and communications are in line with the General Data Protection Regulation (GDPR) and data processing at the school is undertaken on a lawful basis.
- To ensure best practice processes are in place to detect, report and investigate any personal data breach.
- Manage the school's compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements.
- Monitoring and updating the single central register.
- Be responsible for ensuring correct procedures for safer recruiting including DBS checks.
- Monitor and update the risk register.

- Complete statutory returns.

**Other duties:**

- Develop and uphold positive relationships with all stakeholders, including children, staff and parents.
- Maintain and develop community partnerships.
- Attend relevant Governors meetings – these will be outside of school hours.
- Manage and liaise with the IT Manager ensuring systems are fit for purpose.
- Due to the seniority of the role flexibility will be required in order to carry out any other duties and responsibilities commensurate with the post as reasonably assigned by the Headteacher.

Queens Park Academy expects all employees to work as part of a team, this involves dealing with colleagues, children and parents politely and tactfully both formally and informally when required and modelling the school's values and code of conduct and golden rules.

All staff are required to maintain confidentiality as required.

Staff at all times are required to positively project the public image of the school promoting the work that is carried out in order to achieve the best outcomes for all.