

Holy Family Catholic School & Sixth Form

Job Description - School Business Manager (Finance and Premises)

Responsible to: Headteacher

Salary (full time, 52 weeks): PO10 (points 53-56): £60,366 - £63,651

Core Roles of the School Business Manager:

- To work with SLT and Governors to implement Holy Family's Mission Statement in helping to deliver excellent resources for teaching and learning.
- To ensure that the best possible value for money is gained for the school in all respects
- To ensure that the school's financial resources are used effectively
- To ensure that Holy Family meets all its statutory and regulatory requirements
- To ensure that all aspects of the school's accounts are accurate, transparent and up to date
- To ensure that Holy Family has access to all possible funding streams outside of the main budget
- To take the leading role in all aspects of premises management, enabling staff and students to work in the best possible environment to enhance teaching and learning
- To ensure that fundraising is effective and maximised
- The SBM will be a member of the SLT who will lead and develop aspects of the School Development Plan and who will have a highly visible and professional role within the school and wider community
- To line manage and develop a significant team of support staff

Specific responsibilities:

1. FINANCE

- Provide strategic leadership, direction and management, ensuring high financial standards, exploring viability and the development of systems appropriate to a VA (Catholic) school.
- Maintain a strategic financial plan that indicates trends and requirements of the SDP and forecasts future year budgets in consultation with the Headteacher, SLT and Governing Body.
- Be responsible for budget modelling, drawing up provisional budgets and a final budget, and providing financial information, training, and advice to the Headteacher, SLT and Governing Body.
- Ensure that Holy Family School meets the requirements of the financial standards and prepare the statutory annual accounts and financial reports.
- Manage all school finances in line with EFA financial regulations and the requirements of the annual audit.
- Prepare and monitor the school budget, highlighting issues as they arise and foreseeing potential difficulties.

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- Prepare a detailed monthly budget monitoring report, based on the principles of accrual accounting, for the Governing Body's Finance Committee, focusing on future years' projections, benchmarking and best value.
- Monitor staffing costs monthly, with the HR manager, ensuring that staffing costs reflect the target of 80% of the school's overall budget
- Provide financial advice, information and analysis for the Headteacher, SLT and Governors
- Establish and monitor internal financial procedures which comply with all statutory requirements and be responsible for submitting accounts to relevant outside agencies, as required.
- Manage, in collaboration with appropriate staff, relevant contracts including negotiations of all new contracts ensuring that consistent and effective contracting arrangements are maintained, seeking best value at all times.
- Keep abreast of financial and legal developments across the Educational Sector.
- Ensure best value in the acquisition of all services and resources through effective procurement.
- Prepare information for statistical and other returns for the EFA, DfE and other agencies within statutory guidelines, and liaise with them as necessary.
- Manage the ordering, processing and payment of all goods and services and be responsible for an asset register.
- Maintain records to meet legal and tax requirements.
- Plan and manage cash flow and investment activity to meet the needs of the SDP and in consultation with the Head Teacher and Governing Body.
- Manage the maintenance of all financial accounts and ensure the provision of regular reports to all budget holders.
- Advise all staff on correct financial procedures through the delivery of in house training on resource management.
- Ensure that action points from the annual audit are acted upon swiftly and effectively.
- Manage the 'School Fund' effectively, in accordance with the above guidelines.

2. FUNDRAISING

- Take a lead role in the management of income generation, including school lettings and other fundraising initiatives
- Be entrepreneurial in maximising income, in continually researching and advising on funding and grant opportunities. Make appropriate bids and approaches to procure additional funds.
- Ensure that the 'School Fund' is collected from as many families as possible, and is used to ensure best value for the school.

3. PREMISES, FACILITIES and HEALTH and SAFETY

- Ensure that both school sites are safe and secure for all staff and students.
- Ensure that both school sites are conducive to an effecting learning and working environment and are maintained to the highest possible standards in terms of: decoration; cleanliness; heating and lighting and general condition.

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- Be proactive in identifying maintenance and improvement works, reporting to the Headteacher weekly and offering solutions.
- Take a lead role in the planning and implementation of major projects, in line with fundraising initiatives.
- Ensure that all contracts relating to premises are regularly reviewed for best value
- Work closely with the Network Manager, to ensure that the ICT systems are fit for purpose and represent best value for money.
- Take a strategic role in developing, supporting and monitoring the work of the Premises team.
- Lead on all health and safety requirements and ensure compliance with legislation and risk assessment procedures.
- Take responsibility for emergency/disaster planning and for a business continuity plan, so that Holy Family is insured and covered for all eventualities.

4. LOCAL COMMUNITY

- Work with new and existing partners to promote the use of the school sites out of normal school hours, in line with fundraising initiatives, but mindful of the nature of our Catholic School.
- Contribute to Holy Family's place and profile in the local and wider community.
- Work with our feeder primary schools as required on the financial implications of various initiatives.
- Attend local and diocesan School Business Manager meetings.

5. LINE MANAGEMENT and TEAMWORKING

- Provide leadership and direction to the Finance and Premises teams, ensuring they are appropriately line managed and supervised in accordance with policies and procedures.
- Line manage an additional team of support staff (details to be negotiated)
- Ensure staff meet high standards of work and conduct.
- Carry out the appraisals of a team of support staff, in line with school policy

6. OTHER DUTIES

- Keep all members of the school community informed, where required. Good communication skills are central to this role.
- Represent the Headteacher at appropriate meetings as required.
- Be responsible for your own professional development, as well as that of others
- Create and maintain good working relationships among all members of the school community.
- Attend Governor Finance, Health & Safety and full Governing Body meetings, SLT meetings, and other meeting as appropriate.
- Review and update school policies in consultation with the SLT and Governors and communicate to all concerned.
- To undertake duties expected of SLT, such as the 'on-call' rota and the supervision of students at lunchtime and at the end of the school day.
- Undertake any other duties commensurate with the grade, as directed by the Headteacher

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Note:

Given the dynamic nature of this role, it must be accepted that there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder

July 2022