



JOHN HENRY NEWMAN CATHOLIC COLLEGE

Heart Speaks To Heart

Job Description

School Business Manager
G Band - £52,805 to £59,477 FTE

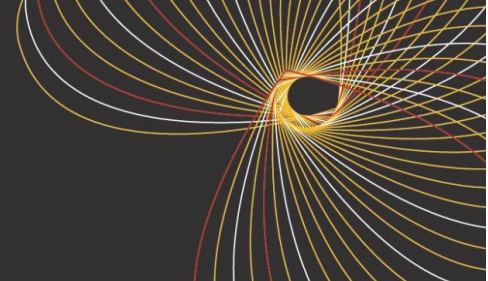


Leading Parent
Partnership Award

2017-2020



**Artsmark
Platinum Award**
Awarded by Arts
Council England



School Business Manager – Job Description

Job Details	
Salary	G Band - £52,805 to £59,477 FTE
Hours	Full-time/Full year (37 hours per week)
Contract Type	Permanent
Reporting To	Principal

1. Job Purpose

- To give strategic vision and leadership to all aspects of Budget, Finance and Operations.
- To operate and maintain the financial procedures and systems of the school, in cooperation with the Leadership Group and Governors and the MAC, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.

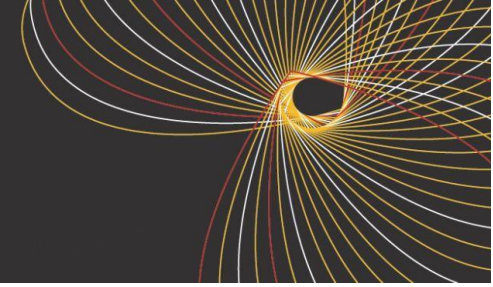
2. Duties and Responsibilities (Under the direction of the Principal/MAC)

2.1 General

- To lead and advise the Governors and the Principal on matters relating to premises, finance, operations and Health & Safety.
- To advise the Principal on all matters relating to their collective responsibility for prudent financial management of the College, and other related activity. This includes applying appropriate financial systems & controls set by the MAC, ensuring the College complies with all MAC and regulatory requirements and that financial information is both accurate and readily available to support financial decision making processes.
- To deputise for the Principal as required in relevant fields of expertise.
- To offer strategic contribution to the overall development of the College.

2.2 Finance

- Provide sound financial advice to Principal and other senior management colleagues
- Act as the leading interface between management, Principal and Central Team on financial matters.
- Report on a timely basis, to the DfE in line with their specific requirements relating to the school.
- Ensure that financial obligations of the College and its Governing Body are fulfilled. Appropriate financial, contractual and purchasing procedures are followed.
- The preparation of the Annual Budget & working with the central to maintain a regular overview of the financial monthly accounting of the College budget.
- Management of all cost centres with a view to implementing best value.
- In collaboration with the Central Team identify and tender for all regeneration and external funding opportunities.
- Undertake business and financial strategy, planning, monitoring, management and reporting including policies, systems, processes, risk assessment & personnel.
- Ensure records are kept to meet legal and tax requirements and to measure both inputs and outcomes of the College's operations.
- Support budget holders in planning and controlling the work of the College.
- Manage finance department.
- Liaise with Central Team with respect to: Insurance Legal Activities Supplier/Partner relationships.
- Regulatory body relationships Approvals & Accreditations Purchasing, Contracts & Agreements



- Submitting capital bids to the MAC, working with the MAC to monitor and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
- Promoting the school's activities and premises with the objective of maximizing letting income, within agreed policies.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- In co-operation with Academy Senior Management and Governors ensure that:
 - Governors are fully informed of Academy performance through access to management information systems.
 - Governors are briefed on financial and operational issues during committee and full governing body meetings.
 - The College meets all targets and standards.
 - The College embeds MAC policies, practices and procedures.
 - The College is in sound financial health.

2.3 Premises

The School Business Manager will be responsible for the overall Premises management and maintenance of the school, working with the Principal.

Specific responsibilities include:

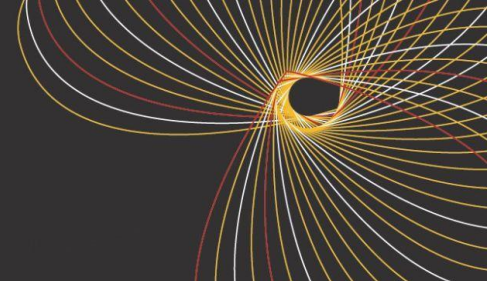
- Taking the lead on compiling and implementing a Premises Development Plan including energy conservation for the College.
- Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
- Ensuring the appropriate placing and monitoring of all service contracts.
- Advising on all Health & Safety matters, including measures in the event of emergencies.
- In conjunction with the MAC Central team financially appraise projects for the development of the school.
- To be responsible to the Principal for the security, maintenance, heating, in house cleaning and other general site services within the premises.
- To ensure that all external agencies, delivering services to the school are managed
- To work with Central team on dealing with all aspects of tendering, including Compulsory Competitive tendering.
- To be responsible for liaison with the Site Manager regarding letting of school premises to outside organisations and school staff, the development of all school facilities for out of school use.
- To ensure that the best use is made of premises personnel.
- To monitor and oversee the quality of work by contractors.
- To be the school's point of contact for all major building projects.

2.4 Health & Safety

- To formulate, monitor, implement and review the school's Health & Safety policy including the introduction of Risk Assessment procedures. This to be undertaken in conjunction with the school's appointed Health & Safety Committee.
- To advise all staff as appropriate.
- To report to Governors on Health & Safety.
- In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and supporting regular fire practices.

2.5 HR

- To ensure that the Academy is compliant with all adopted policies and procedures.



- To understand and accurately apply the MAC Pay Policy.
- To oversee all matters relating to remuneration and payroll including Her Majesty’s Revenue and Customs queries, National Insurance, Pensions and benefits in lieu of pay (e.g. childcare vouchers etc.).
- To ensure that monthly payroll checks are completed for accuracy, and inform payroll of any discrepancies, ensuring these are corrected.
- To be an active participant in the Academy’s performance management processes which will include an annual review and regular review of roles and responsibilities in the interest of the academy’s needs.

2.6 Catering

- To oversee the management of the catering team to ensure the catering requirements of all staff and students are supported on a timely basis.
- To manage the SLA with an external catering management company.

2.7 Administration

- To provide oversight to SLT of effective administration systems throughout the College.
- To have an oversight of the College’s transport arrangements, including the maintenance and use of College owned vehicles.

2.8 Line Management responsibilities

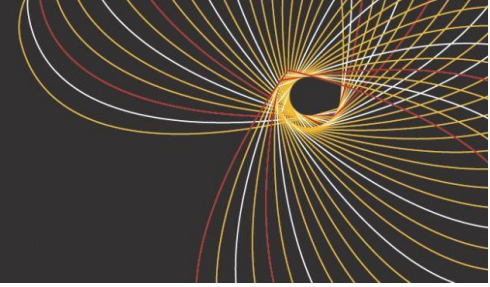
- Finance Manager
- Site Manager
- Catering Manager
- Lettings Manager
- Data Manager
- Office Manager

2.9 Safeguarding

- Post holder will be required to carry out annual safeguarding training.
- Support the school in promoting safeguarding and welfare, being specifically responsible for the children, young people and vulnerable adults they are responsible for, or comes into contact with.
- Refer any safeguarding issues to the school’s DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC.
- John Henry Newman Catholic College, part of Our Lady and All Saints Multi Academy Company (the MAC) has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.
- Our Lady and All Saints Catholic Multi Academy (The MAC) is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom they are responsible or come into contact with. The post holder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been carried out.

2.10 Health & Safety

In addition to the specific roles of this post with regards to Health & Safety. Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.



All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.

2.11 Information Management

As an employee of the College, part of Our Lady and All Saints MAC, the post holder will be expected to manage information in accordance with School & MAC policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the General Data Protection Regulations 2018.

2.12 Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

3. Other Conditions

3.1 Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school/MAC they may be required.

3.2 Equal Opportunities

John Henry Newman Catholic College is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

3.3 Variations to Job Descriptions

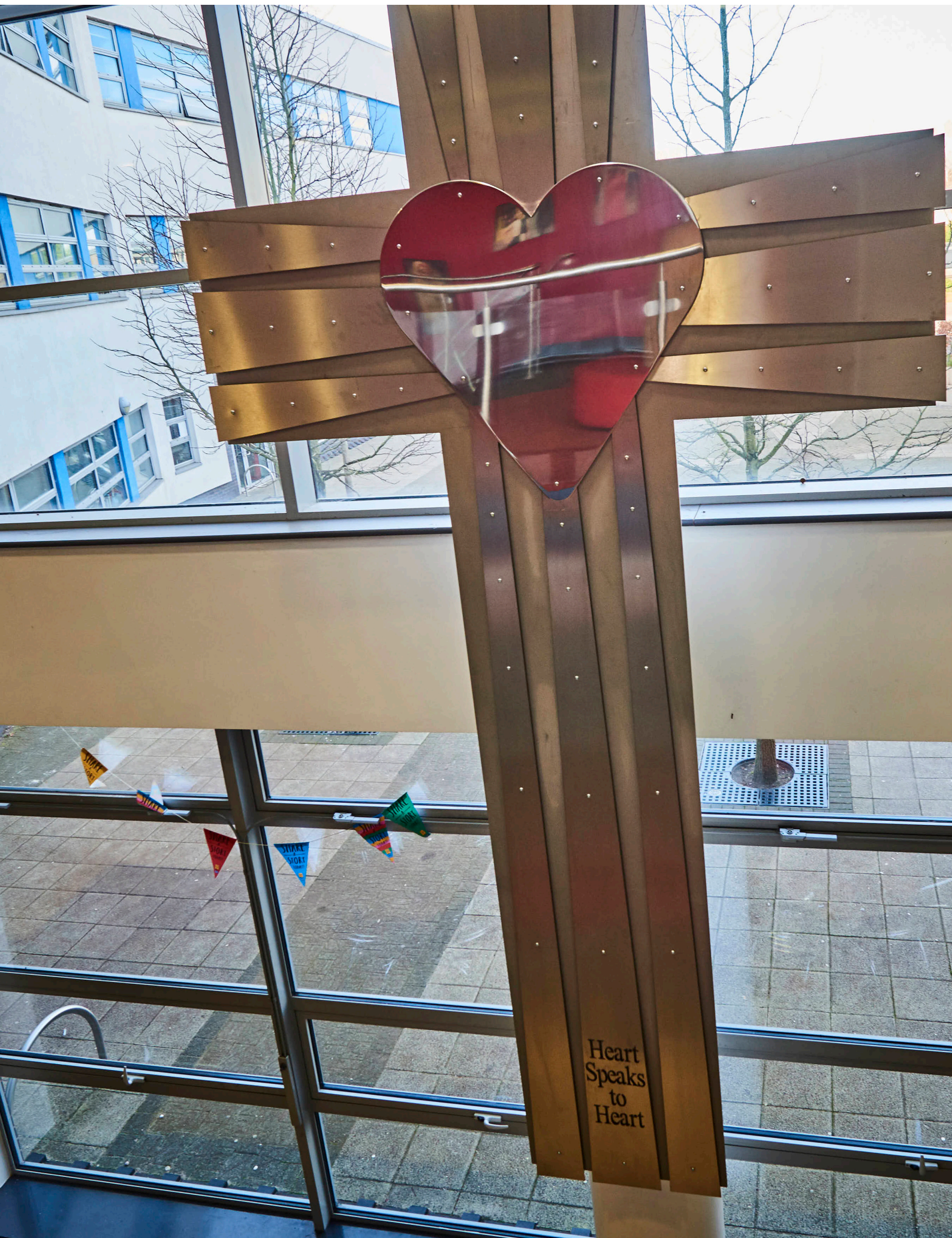
Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

3.4 Training and Development

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

All schools within OLAAS have a responsibility for, and are committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and require all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced criminal records disclosure check.

Please note, this is not meant as a complete list of responsibilities, and these can be reviewed and amended at any time, in communication with the Principal, to include roles in accordance with the banding and salary of the role.



Heart
Speaks
to
Heart

© John Henry Newman Catholic College

For every child to know they are loved and to develop a relationship with Jesus through 'Heart Speaks to Heart'.