



Business Manager ROLE DESCRIPTION

Post Title:	Bursar/Business Manager
Status:	Permanent, Full Time
Line Manager:	Headteacher and School Governors
Salary:	L12-16

PURPOSE OF THE ROLE

- Provide strategic vision and leadership to all aspects of ICT, Finance, Premises and Administration
- Lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the SLT and Governors, ensuring that legal and safety requirements with regard to people, property and function of the school are maintained
- Have a strategic overview of the school site and buildings
- Function as Line Manager for support staff managers
- Advise the SLT on issues relating to areas of responsibility
- Liaise with relevant members of the ESFA, DfE and Local Authority as required

DUTIES

- Be an active member of the Senior Leadership Team (SLT)
- Oversee GDPR compliance
- Service Finance and Premises Governors' Committee Meetings
- Take delegated responsibility for financial and premises decisions following appropriate discussions with the Headteacher and Governors
- Support the work of the Better Buildings Appeal Committee

HEALTH & SAFETY

- Formulate, monitor, implement and review the school's Health & Safety Policy including all Risk Assessment procedures
- Advise staff as appropriate
- Take charge of Health & Safety throughout the school including emergency procedures

PREMISES

- Oversee the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school.
- Take the lead in compiling and implementing a Premises Development Plan, including energy conservation
- Through regular contact with the premises staff ensure the proper maintenance of the school
- Ensure the appropriate placing and monitoring of all service contracts.

FINANCIAL

- Formulate short & long term budget strategy
- Working with the Headteacher and SLT to prepare the annual budget for the school to be submitted to the Governing Body.
- Ensure the school has appropriate financial systems to manage all funds with accurate financial records maintained, and reported on a regular basis to the Head teacher and Governors
- Ensure that the financial transactions in the school are carried out in an appropriate manner and that the school financial regulations are observed
- Prepare for approval by the Governors annual estimates of income and expenditure. The provision of detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems
- Oversee the operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
- Prepare for financial returns for the ESFA within statutory deadlines
- Lead on writing the financial section of capital bids as required by the the school
- Oversee the tendering for and managing of all service contracts; monitoring all insurance policies with a view to cost effectiveness
- Support staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- Oversee the effective management of the payroll service.

GENERAL

- Engage actively with the student body through Student Voice, assemblies, and supervision duties.
- Participate in the performance management process
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade