

Job Description

Job title:	Business Manager
Group:	Independent Schools
Dept/Project/Service:	Oakfield Preparatory School
Reports to:	Head Teacher & Lead Business Manager
Responsible for:	Senior Business Administrator; Business Administrator; Facility Manager; Registrar & PA to Head Teacher; System Superuser.
Grade:	Education Development Trust Grade 4

Job purpose:

Manage the business, financial and non-educational aspects of school operations and to support the strategic direction of the school. To promote and support the School Aims. To share in the corporate responsibility for the well-being of all pupils. Lead the Administration and Support Team promoting good morale, overseeing the smooth running of all non-teaching areas of the school, and ensuring collaborative working with the Trust's Corporate Services teams and other School Business Managers. To be a member of the senior leadership team and to contribute to the strategic planning, monitoring, evaluation and development of the School.

Job objectives:

Finance

- Lead preparation of Budgets, Forecasts and future growth plans for the school in liaison with the Head Teacher, Lead Business Manager and Finance team to ensure the income and expenditure is profiled accurately.
- Lead preparation of timely, accurate & complete monthly management accounts comparing actual performance against budget/forecast, ensuring accurate information is communicated into the Lead Business Manager, Central Finance team and the Head of UK Independent Schools. Work with the Head Teacher to highlight key risks, opportunities, and proposed mitigating actions.
- Review month end balance sheet position to ensure accurate & complete. Investigate any discrepancies and ensure sufficient justification is available to support the balances.
- Take full ownership for sales invoicing and debt collection including, accurate & timely billing, monitoring of aged debt (in co-operation with central finance team), conduct debt meetings as appropriate, and maintenance of Business World to ensure records are up to date with all related transactions.
- Negotiate, manage and monitor contracts and agreements for the provision of support services with regard to good value for money. Manage the ordering of goods and services and certify orders and invoices, including accurate and timely processing via Business World. Produce monthly reconciliation of accounts and ad-hoc financial reports as requested by the Head Teacher, Lead Business Manager, Head of UK Independent Schools (UKIS) or Finance Team.

Human Resources

- Work with Head Teacher to devise, staffing plans, personnel changes and identify financial implications. Work with Strategic HR Business Partner on staffing restructures and consultations and other employee relations issues such as disciplines, capability & grievances.
- Manage the changes required on Business World and ensure information is current and accurate. Ensure all staff are using the system effectively.
- Ensure that the SCR is up to date, accurate and meets required ISI compliance and ensure that all relevant information such as right to work, reference and DBS checks are received and filed accordingly.
- Oversee implementation of compliance training for the School ensuring legislative requirements are met.
- In liaison with central recruitment, manage school recruitment ensuring compliance with safer recruitment principle and ISI regulations Monitor staff absence and liaise with Central HR team on any required actions.
- Conduct regular periodic reviews of SCR, managing the review process to ensure the DSL, SLT and HT are included, and report to Head Teacher and the Central monitoring team on a termly basis.

Estate Management

- Work with the Property Services Manager to devise plans based on strategic direction of the School.
- Coordinate and oversee builders, contractors, maintenance and facilities development of school.
- Oversee the implementation, monitoring and review of projects and other general works.
- Oversee and manage work of Operations, Cleaning and Caretaking teams.
- Implementation and management of cyclical maintenance with regard to compliance standards.
- Manage and coordinate a full annual maintenance schedule.

Management & IT

- Manage the Administrative Department, ensuring induction, probation and annual appraisal procedures are adhered too and completed timeously.
- By the effective running of the Administration Department, support the rest of the school to ensure that school needs are met.
- As part of SLT, provide management information and ensure all aspects of non-teaching facilities are providing an efficient service.
- Work with the local, Central and contracted teams to ensure that IT infrastructure and systems are reliable and support the delivery of the provision.
- Manage and encourage the introduction and development of improvements to MIS systems in School.
- To ensure that all staff are accessing and maintaining their Business World records and devise ways of assisting them with any issues, in collaboration with the Business World support team.
- Manage the schools risk register, regularly updating it with operational and strategic risks relevant to the school and its provision. In collaboration with SLT, Lead SBM, Head of UKIS and Head Teacher.

ISI Regulatory Compliance

- Ensure compliance with the ISI regulatory requirements with regard to suitability of staff, Health & Safety, Fire and First Aid, Premises and Admissions recording.

Health and Safety

- Act as nominated 'responsible person' for site
- Proactive management of all H&S issues including management of buildings and Fire Risk assessments.
- Manage and oversee reporting requirements with regard to the 'Health and safety at work act 1974.
- Proactively manage the schools Risk Assessment Register, with particular focus on risk assessments associated with high-risk areas and activities.
- Influence and promote a safe and healthy environment, where the health and safety of all employees, leaders, visitors, and wider community is prioritized.

Person specification:

Knowledge

Essential:

- Certificate in Schools Business Management or relevant experience
- Accounting qualification or relevant training
- Working knowledge of ISI/Ofsted regulations and guidance relating to safeguarding, recruitment, SCR, record keeping
- Thorough working knowledge of Microsoft packages such as Word and Excel
- General understanding of procurement, risk assessment and health & safety

Desirable:

- Diploma in Schools Business Management or working towards
- Project management qualifications or experience
- A relevant professional Management qualification
- Child Protection / Safeguarding training
- Working knowledge of an integrated HR & Finance system

Experience

Essential:

- Will have worked in a school setting (state or independent sector), with a range of stakeholders and the ability to manage those diverse relationships
- Experience of working strategically with school leadership teams and other stakeholders (local and central) to achieve agreed strategic objectives
- Experience in the management of diverse activities
- Line Management experience in particular of running an administrative department
- Experience of budgetary management and control within an organization
- Experience in managing facility development projects, which would include annual capital expenditure as well as once off major works.
- Project management of large capital expenditure projects

Desirable:

- Experience of working in a Trust or Schools' Group
- Experience in the independent school sector

Skills

Essential:

- Excellent organisational skills
- Excellent interpersonal skills, verbal, written and oral
- Exceptional planning skills and ability to meet deadlines
- Ability to deal with a diverse range of stakeholders including staff, parents, children, governors, corporate services and external contacts
- Easy confident telephone manner
- Highly astute and dynamic
- Innovative and effective at identifying solutions to problems, as well as eradicating them

Personal Qualities

- Calm and not easily flustered under pressure
- Attention to detail to ensure accuracy
- Confidence, commitment and enthusiasm & integrity

Competency Band: 3

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Seeks to understand how the services, activities and strategies in their area work together to create value for the learner and client	Is highly motivated and creates momentum and enthusiasm about what needs to be done
Integrity - Supporting and Building Trust	Builds respect by showing consistency between words and actions	Creates a positive environment in the team by being open, honest and thoughtful when communicating
Accountability - Delivering and Improving	Understands EdDevTrust's business environment and delivers a high-quality service in line with commercial objectives	Drives performance by giving clear messages about priorities, objectives and accountabilities to team/colleagues
Collaboration - Engaging and Partnering	Actively builds and maintains a network of colleagues and contacts to achieve progress on objectives and shared interests	Uses influencing skills to ensure successful working relationships with internal and external stakeholders

Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure and Barring Service.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

