

## **JOB DESCRIPTION: BUSINESS MANAGER**

**Section:** Finance & Administration

**Responsible to:** Principal

**Responsible for:** Finance Assistant

### **PURPOSE OF THE POST:**

To manage the finances of Colne Valley High School (CVHS) and Marsden Junior School (MJS).

To manage all premises-related matters of CVHS.

### **KEY AREAS:**

1. Financial Administration: CVHS and MJS
2. PPP Contract Management
3. Facilities Management
4. Health & Safety
5. Miscellaneous

### **DUTIES AND RESPONSIBILITIES:**

#### **1 Financial Administration: CVHS and MJS**

- 1.1 To manage all School finances in line with the Academies Financial Handbook and Academies Accounts Direction.
- 1.2 To prepare annual budgets and three year plans for management approval and consolidation in the MAT budget/plans.
- 1.3 To prepare monthly management accounts for management review and consolidation in the MAT accounts.
- 1.4 To prepare Year-End accounts for Audit review and consolidation in the MAT accounts.
- 1.5 To be responsible for the operation of the Purchase Ledger, Sales Ledger, School Fund and bank accounts.
- 1.6 To manage the ordering, processing and payment of all goods and services ensuring best value and be responsible for the Asset Register.
- 1.7 To produce period expenditure accounts for specified budget holders on the progress of their spending e.g. capitation, and to highlight any potential overspends.
- 1.8 To keep abreast of financial developments across the Educational Sector.
- 1.9 To advise all staff of correct financial procedures, providing training where appropriate.
- 1.10 To handle any insurance claims.  
(Payroll, VAT, Statutory Returns undertaken by the MAT Finance Team.)

#### **2 PPP Contract Management**

- 2.1 To understand the key features of the PPP Contract and how it operates.
- 2.2 To act as the main contact with the SPIE Site Manager on day to day matters, submitting unavailability forms/NADs, etc as required.
- 2.3 To oversee the SPIE contract and monitor performance.
- 2.4 To ensure that the SPIE Community Use spreadsheet is maintained up to date.
- 2.5 To attend regular SPIE Property meetings, raise issues and follow up any actions required.
- 2.6 To prepare Variation Requests as required and manage them to completion.
- 2.7 To work with the SPIE Site Manager to identify annually priority Lifecycle works.

- 2.8 To ensure that the SPIE Asbestos Register for CVHS is read, signed and followed.

### 3 Facilities Management

- 3.1 To ensure that the School site is conducive to an effective learning and working environment.
- 3.2 To be pro-active in identifying maintenance and improvement works and reporting to the Principal weekly.
- 3.3 To ensure risk assessments for site, buildings and facilities are completed appropriately.
- 3.4 To maintain the non-PPP facilities on the CVHS site (Sports Centre, MUGA, ATP, Well-being Centre) in line with Budget.
- 3.5 To maintain all furniture and equipment in working order.
- 3.6 To liaise with the MAT Sports Centre Manager to prepare and monitor the Sports Centre Budget (including MUGA and ATP).
- 3.7 To liaise with the MAT IT Manager on IT installations, including CCTV and telephony as required.
- 3.8 To liaise with the MAT Catering Manager on Kitchen and Dining Room matters.
- 3.9 To organise use and maintenance of the school minibuses.
- 3.10 To ensure that all statutory compliance checks are undertaken and any issues arising addressed promptly.
- 3.11 To ensure when commissioning work, that legal requirements are followed eg check contractors' Risk Assessment and Method statements and issue Permits to Work.

### 4 Health & Safety

- 4.1 To be responsible for the day to day management of all facilities to make sure that they are available for safe and secure use by all users over the course of the day, complying with H&S legislation, school policies and good H&S working practices.
- 4.2 To be responsible for signage on the site and to ensure that the H&S Notice Board is up to date and keeping staff informed on H&S matters.
- 4.3 To be responsible for delivering staff H&S induction and training as required.

### 5 Miscellaneous

- 5.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the school's Health & Safety policy.
- 5.2 To undertake any other duties as may reasonably be required by your Line Manager.
- 5.3 To play a full part in the life of the school community, supporting its distinctive mission and ethos, actively promoting its policies and practices.
- 5.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.
- 5.5 To work as a member of a designated team and contribute positively to effective working relations within the school by attending all appropriate meetings.
- 5.6 To engage actively in the Performance Management Review process.
- 5.7 To participate in the School's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan.
- 5.8 To carry out your duties in accordance with the MAT's Equal Opportunities policy.

#### NOTES:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the MAT/School at the reasonable discretion of the Executive Principal/Principal.

September 2020