

Job Description:	Business Manager
Start Date:	As soon as mutually agreeable
Salary:	L6-L10 (£45,213-£49,937)
Reporting to:	The Principal, and through him, the Board of Governors
Hours:	Full time
Holidays:	Public holidays plus 6 weeks. By agreement with the Principal, holidays may be taken at any time of year.

Principal Responsibilities

- Financial Management
- Strategic Development (with Principal and Board)
- Facilities Management
- Marketing
- Human Resources
- Line management of support staff
- Health and Safety (designated Responsible Person for H&S)
- IT
- Transport
- Development of non-fee income sources
- Clerk to the Governors and Company Secretary

General Introduction

The Business Manager (BM) works in close collaboration with the Principal through whom he/she is responsible to the Board of Governors, although the BM attends Governors' meetings and has direct access to the Chairman of Governors who is also Chairman of the Finance & General Purposes Committee (F&GP).

The BM has overall responsibility for the management of the school's infrastructure and support services and manages Finance, Maintenance, Marketing, Grounds, Household and IT staff. The BM is a key member of the school's Senior Leadership Team and works closely with the Principal and all staff to ensure the effective use and development of the school's facilities and infrastructure.

The BM contributes to all aspects of strategic planning, helping to lead change and development in key areas of the school's business. He/she is expected to promote the values and ethos of the school actively and to be fully supportive of social and school community activities.

Financial Management

1. Responsibility for producing a robust and balanced annual budget for adoption by F&GP.
2. Ensuring that financial standards and the School's policies are complied with and returns completed in line with current legislation including Companies' House, Charity Commission, HMRC, EFA, pensions agencies, bank lending covenants, and other relevant organisations as required.
3. Effective use of financial information including benchmarking tools to identify trends for investigation.
4. Develop/ maintain an effective system of financial risk management, identifying where risks can be minimised or shared with insurers, ensuring insurance cover is in place in compliance with legislation and to cover identified risks.
5. Make recommendations to Governors regarding annual fee increases having due regard to the market place.
6. Make recommendations to Governors, in collaboration with the Principal, with regard to salary increases and structures; and secure approval of staffing levels.
7. Maintain the school's bursary fund, assess applications, and manage the allocation of funds in accordance with Governors' guidelines.
8. Advise on the financial and public benefit implications of the charitable status of the school.
9. Have overall responsibility for all service purchases and contracts including the use of tender procedures to comply with Governors' policies, and to negotiate with suppliers to achieve best value for money; manage the periodic re-tendering of service contracts with e.g. auditors, solicitors, payroll, fire and security contractors.
10. Ensure timely production of fee invoices and prompt attention to bad and doubtful debtors.
11. Periodically review in-house provision of services (catering, cleaning, laundry, grounds maintenance) to ensure they remain competitive and cost effective.
12. Oversee the annual audit process.
13. Ensure the production, application, and regular review of financial policies and procedures for approval by the school's auditors and Governors.
14. Monitor cash flow and maintain banking relationships to ensure consistent availability of adequate funds.
15. Manage the school's fixed asset register.
16. Where appropriate, make recommendations to the Finance & General Purposes Committee regarding the placement/ investment of surplus funds.
17. In collaboration with the Principal, set termly and annual departmental budgets and ensure budget holders do not exceed them.
18. In collaboration with the Principal, devise broadly costed medium and long term strategies for the ongoing development of the school facilities and buildings.
19. Seek to develop non-fee related income sources including charitable funding, summer schools/ workshops etc.

Facilities Management

1. Oversee the maintenance and development of the school site, buildings and utilities, including planning for capital projects and associated funding.
2. With the Estates Manager, produce and maintain a Planned Preventative Maintenance programme, to include decorating.

3. In conjunction with the Estates Manager, maintain and regularly review the school's list of preferred contractors.
4. Ensure the school site is presented in optimal condition for high profile events such as open mornings, parents' and community events, etc.
5. Ensure the school meets its obligations under Listed Buildings regulations.
6. Ensure the school meets its obligations under its Accessibility Policy, as far as can be achieved within the Listed Buildings restrictions.
7. Take responsibility for the school's collection of art, antiques, and the historic archives.
8. In collaboration with the Head Gardener, maintain and develop the school's listed gardens. Arrange for periodic assessment of the mature trees on site and arrange tree surgery as necessary.
9. Oversee the booking and invoicing of lettings of the school's facilities including liaising with the agricultural tenant and the bonfire society.
10. In collaboration with the Director of Sports, manage the school's sports facilities including access by local community groups and sports clubs.
11. Be responsible for the school's transport including vehicle sourcing and maintenance, development of daily runs, line managing staff, driver training, health and safety.
12. Periodically review on-site traffic management to minimise risk to pupils and staff.
13. In collaboration with the Principal and Network Manager, oversee the development of the school's IT function ensuring that it develops in line with the school's vision and provides for the requirements of the curriculum and administration.
14. In collaboration with the Catering Manager, manage the in-house catering function and ensure the continued provision for pupils and staff of high quality nutrition in line with Government standards, and the school's quality and cost requirements.
15. Ensure suitable specialist diets are provided for and that all catering staff are trained in allergen awareness.
16. Line management of the Estates Manager, who acts as Line Manager for Catering and Housekeeping Teams

Health and Safety

1. Undertake the role of designated 'Responsible Person' for Health and Safety and ensure the school's Health and Safety policies are implemented and closely monitored, with regular reports to the H&S Committee.
2. Produce and review Risk Assessments and updates as necessary relating to the site's operations and facilities, and ensure suitable Risk Assessments are produced covering specialist subject areas e.g. Science, Design & Technology.
3. Ensure appropriate Health and Safety training is undertaken and updated as indicated by the Risk Assessments.
4. Be responsible for site security including regular review of security provision, liaison with site security providers, and in collaboration with the Principal, phased installation of additional security measures if considered necessary.
5. To act as the school's Educational Visits Coordinator, managing and being responsible for all documentation and permissions relating to school trips.

Human Resources

1. Have overall responsibility for all matters relating to employment legislation across the whole school staff, including liaison with appropriate consultancy support.
2. Have responsibility for reviewing and updating the school's non contractual Staff Employment Handbook and ensuring its compliance with current employment legislation.
3. With the Principal and Principal's PA, ensure that all employment procedures are followed and that the Single Central Register is up to date and compliant at all times.
4. Oversee implementation of the school's employee absence monitoring procedures across the whole staff.
5. In collaboration with the Principal, agree staffing and salary levels across the whole staff for approval by the F&GP.
6. Take responsibility for advertising senior posts across the whole school and all support posts.
7. Have overall responsibility for all support staff including selection and appointment.
8. Be accountable for the work of the school's support staff to ensure that an efficient service is provided to support curriculum staff.
9. Undertake appraisal of key support staff and identification of training and development needs.
10. Ensure the school's payroll and pension arrangements are administered and managed accurately and efficiently.
11. Take responsibility for the continuing professional development of themselves and senior support staff to ensure they maintain up to date knowledge of initiatives, developments and legislation in all relevant support areas.

Data Protection

1. To be responsible for ensuring that the school is compliant in the area of Data Protection, ensuring all relevant licences and permissions are maintained to comply with the requirements of legislation, copyright, and Data Protection Act.

Marketing & Recruitment

1. In collaboration with the Principal, develop pupil recruitment strategies to ensure adequate pupil admissions regardless of changing Government SEN funding guidelines.
2. Support the Marketing Assistant to manage the school marketing budget to generate adequate enquiries from our target market to produce the desired pupil admissions.
3. Identify key target groups of pupils, parents, or professionals, or geographic areas for marketing promotions.
4. In collaboration with the Principal and Marketing Assistant, maintain and develop the school's website and Social Media to ensure it remains informative, attractive, and with optimal search engine performance.
5. Ensure adequate photographs are produced, edited and collated, whether taken by professionals, staff, or pupils, to assist with the production of attractive publicity material.
6. In collaboration with the Principal, produce and distribute high quality, informative and attractive marketing materials including prospectus, leaflets etc.
7. In collaboration with the Principal, monitor admissions processes to ensure 'best in class' handling of enquiries through to admission.

8. Monitor daily school transport provision to maximise access for day pupils from neighbouring conurbations.
9. Assist with school Open Mornings or exhibitions as requested by the Principal including weekend events if required.
10. Monitor the activities of our peer group of schools to ensure the school remains competitive and presents an attractive option for prospective students.

Whole School Administration & Governance

1. As Clerk to the Governors, ensure the timely distribution of notices of meetings, agenda papers etc for meetings of the full Board, Finance & General Purposes Committee, and other Governors' meetings as directed by the Chairman.
2. As Clerk to the Governors, oversee the recruitment and registration of new Governors approved by the Board, including the appropriate enhanced DBS checks and references.
3. As Company Secretary, ensure Board meetings and business are conducted in accordance with the company's Articles of Association.
4. As a member of the Senior Leadership Team:
 - Share responsibility for promoting high standards of behaviour and attitude among the pupils.
 - Attend weekly meetings of the SLT, termly full Board meetings, and other Governors' meetings as required.
 - Share responsibility for all aspects of administration and management of the school.
 - Actively promote the values and ethos of the school.
 - Seek to inspire, challenge and motivate staff at all levels.
 - To support social and school community activities as appropriate whether or not they fall within normal working hours.

The above duties and responsibilities are not intended to be comprehensive or exclusive, and they may be amended at any time by agreement between the job holder and the Principal or Chairman.

Frewen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.