

Role Profile: Business Manager

Purpose

Operating as a key member of the Senior Leadership Team this role is primarily responsible for supporting the Head to grow the school and deliver and improve the financial and commercial aspects of the school's business agenda. This role is also responsible for the Finance, Administration and Operations Teams; ensuring compliant and up-to-date contracts are in place with parents and other third parties; administration of all staff; and the development, maintenance and successful delivery of facilities. The role is very much focused on resourcing, processes and efficiency as these are key areas to support the school.

Key Accountabilities

- Leadership & Strategy
- Financial & Commercial Management
- Facilities and Estate Management
- Local Human Resource Management
- Business Development

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

| | Essential | Desirable |
|-----------------------|---|---|
| Qualifications | <ul style="list-style-type: none">• Degree level qualification in Business Management or equivalent | <ul style="list-style-type: none">• Health & Safety• CSBM or DSBM• Accounts qualification• Facilities Management.• Project Management |
| Skills | <ul style="list-style-type: none">• Ability to operate & think strategically.• Influencing and negotiating• Facilities Management. | <ul style="list-style-type: none">• Business generation, growth activities |
| Experience | <ul style="list-style-type: none">• HR (People Management)• General Management.• Financial, commercial & accounting• Budget preparation & management.• Managing Capex & Opex• Adhering to Governance | <ul style="list-style-type: none">• Transportation Management.• Payroll Administration |
| Other | <ul style="list-style-type: none">• Ability to work under pressure & remain accurate | <ul style="list-style-type: none">• Event management• Recruitment |

Key Stakeholders:

Internal –

School Leadership Team

UK Functional Department Team

UK Finance Team

HR Department (School Support Centre)

External –

Third party contractors

Signed: **Name (print):**

Date:

Appendix 1 – Business Manager Task List

This list is an example of the tasks expected of the role, it is not an exhaustive list and there will be other tasks required depending on the situation:

Leadership & Strategy

- Contribute to the development of the school's values and vision and communicate this clearly and enthusiastically to all staff and other stakeholders.
- Motivate, encourage and empower individuals to work innovatively and creatively to achieve and exceed targets.
- Ensure that all staff are briefed on allocated work, showing how it fits within the school's vision and objectives.
- Monitor the progress and quality of direct and indirect reports and provide prompt and constructive feedback. Set C-SMART objectives and undertake performance management for all direct reports.
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.
- Work closely with the Headmaster as part of the Senior Leadership Team (SLT) to provide leadership and management of school support staff. To motivate, encourage and empower individuals to work innovatively and creatively to enhance their effectiveness and develop the school's values and vision.
- Keep the Headmaster regularly updated in terms of financial reporting, forecasting and budgeting.

Financial & Commercial Management

- Ensure all revenue is invoiced and all receivables recovered for both domestic and international pupils in line with UK guidelines including meeting with parents to discuss fees, issues and means tested forms.
- Effective reporting, forecasting and budgeting. Review and agree schools profit and loss reporting and budgeting including pupil numbers, fees, staffing and costs. Identify and manage variances.
- Responsible for ensuring all financial delivery including: Banking, Purchasing, Expenses and School trip accounts.
- Control of Capex including investment appraisal and project management and management of any capital investment and repair works within the school in conjunction with the group facilities management.
- Ensure the finance manager is controlling all financial aspects of the school including leading and developing staff.
- Close liaison with marketing and admissions colleagues to agree appropriate reporting of pupil numbers for the school and identify opportunities for the admissions team to progress with.
- Ensure parent contracts are in place for all parents and any / all discounts are managed in accordance with policy and optimising the school's commercial outcomes.
- Continuous improvement & review of processes. Involved in projects from SSC to help support and grow the business.
- Manage month end timetable to ensure delivery of group reporting requirement and attend group dial in requests.
- Procurement and supplier management. Manage school purchasing within agreed delegated authorities and that delivery from suppliers is to the agreed contractual levels.
- To produce a strategic plan for the school considering all new business generation and growth activities. Managing organisational development.
- Reviewing the actual numbers, processing adjustments, liaising with financial accounts at SSC to highlight risks and opportunities and variance commentary.

Facilities and Estate Management

- Delivery of all governance related requirements including health and safety responsibilities and buildings management, risk assessments (with the support of Cognita group facilities).
- Negotiate, manage and monitor contracts, tenders and agreements, ensuring best value at all times.
- Overall responsibility for Facilities, Estate and Services including Property and Asset Management, Facilities, Maintenance, IT and Services Management (catering, cleaning and transport).
- Ensure the facilities manager is controlling all facilities and estate aspects of the school including leading and developing staff.
- Overseeing core service provision in Catering, Cleaning, Security and Transport. Liaison with the providers to ensure best possible service delivery in relation to budget.
- With the agreement of the Head, manage the letting of the school premises to outside organisations and school staff and the development of extended school activities with particular reference to the local community. Ensuring compliant with current VAT legislation and SSC policy.
- Manage the coordination of out of hours school services including overseeing the effectiveness of the provision and monitoring on-going requirements.

Human Resource Management

- Managing the pay changes within the school. Providing change forms to SSC and ensuring recruitment within budget. Mitigating and preventing any additional costs associated with recruitment.
- A detailed review of the school's employees and movements from Budget. Adjusting the pay award and revised budget for the next FY.
- Recruitment of team members as and when roles become available. Drafting adverts, shortlisting candidates and organising interviews.
- Performance Management reviews for all non-teaching staff.
- Payroll administration and data collection in preparation for the monthly payroll. Sent to SSC for processing in a timely manner.
- Managing HR Reporting. FTE reporting, maternity leave and sickness reporting with the HR Business Partner.
- Data collection for payroll purposes.

Business Development

- Business Development including strategic planning, new business generation, growth activities and management of organisational development.
- Business performance management including enrolment development and continual improvement in the efficiency and effectiveness of school processes and system (SFP, Parent Pay, My Cognita, Net Suite, HS2 etc).

Other

- Responsible for ensuring the school is compliant with the General Data Protection Regulations including SAR requests.
- Liaison and support parents, pupils and teachers via physical meetings, phone and emails.
- General Counselling, advice, leadership and motivation for school staff.
- Organising school events and emergency responses.