

Job description: Business Manager, Whitehill Primary School

Budget & Reporting

- Line manage the Finance team to set budgets for approval by the Head teacher and forecast outturn to enable the Headteacher to make strategic decisions, long term decisions regarding resource and capital expenditure
- Maximise income streams by identifying and applying for external funding opportunities, identifying Pupil Premium opportunity and attending functions to identify new and emerging income streams
- Ensure best value is achieved for supplies, works and contracts through rigorous procurement requirements; manage tenders conducting due diligence, and evaluation of supplier negotiating deals and achieving best value for money
- Identify saving and efficiencies including Condition Improvement Funding and other grants when creating capital expenditure plans
- Project plan and manage capital expenditure projects
- Track expenditure and income to the budget with the Finance team
- Ensure that any variations to budget are fully understood, and clearly communicated to the Head teacher and stakeholders
- Line manage the Finance team to prepare budget reports for Head teacher (monthly) Governors meetings (6 times per year)

Health & Safety

- Ownership of all Health & Safety policies and risk assessments
- Detailed understanding and implementation of the Trust H&S policy arrangements
- With the Site team, conduct regular H&S audits, lead in ensuring action plans are in place for all issues and monitor delivery
- Maintain records of all H&S checks and make available for inspection when requested
- Give Health & Safety updates to staff and ensure policies are understood
- Report all Health & Safety issues, record and investigate incidents and accidents

Operational

- With the Administration team ensure that all statutory returns are accurate and submitted on time
- Produce MIS reporting to facilitate transparency of pupil population and funding
- Management and monitoring of contracts and service level agreements with outside agencies and internal resources e.g. IT.
- Ensure that service level outages are identified and resolved with suppliers.
- Line manager responsibility for Finance, Administration, Site and Catering functions
- Attend senior leadership meetings as required
- Instil a culture of excellent customer service and drive for continuous improvement in everything the team does
- Manage absence to ensure cover so as not to impact operational delivery

Communication

- Maintain strong and effective communication with your team and wider stakeholders including, but not limited to; SLG, Governors, Staff, Parents and the Community

Note: The post holder may be required to perform any other duties commensurate with the job grade as reasonably required from time to time.