

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment***

JOB DESCRIPTION: DRAFT

Post Title	Business Manager
Postholder	
Hours of work	Full time – 52 weeks
Reporting to	Headteacher
Job purpose	To support and facilitate learning through the leadership and management of the school's business services
Specific responsibilities of the post	<p><u>Financial leadership</u></p> <ul style="list-style-type: none"> • To ensure that the annual school budget is planned, prepared managed and evaluated, in consultation with the Head Teacher to ensure that the school's financial objectives are achieved. • Develop and drive the business plan ensuring financial objectives are agreed and delivered within budgetary allocation • To allocate funds to curriculum areas for materials and resources • Seek and secure sponsorship funding and develop and monitor sponsorship contracts to support the achievement of the school's business plan and income targets <p><u>HR</u></p> <ul style="list-style-type: none"> • To support the school's HR processes to ensure that employment legislation is adhered to and that staffing is provided to meet the aims of the school, within the budget • To support the headteacher to develop appropriate policies and procedures to manage the recruitment, and development of staff • To provide strategic leadership of the school's support staff to enable the school to meet its aims <p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Ensure that all aspects of health and safety management are in place to manage risks appropriately in order that a safe environment is provided for all stakeholders <p><u>Planning and delivering services</u></p> <ul style="list-style-type: none"> • Lead the school's finance function and administrative, premises, payroll and ICT systems support functions and ensure they are developed to meet the school's objectives and business plan • Manage contracts and service level agreements, as authorised by the Head teacher and governors, with external organisations, including the providers of HR advice, insurance, auditing, legal advice, school meals, contract cleaning and school uniform.

	<ul style="list-style-type: none"> Promote the school to a range of audiences and raise the profile within the local community and with local business to ensure that relationships are built and maintained to foster a positive environment in the community. <p><u>Effective use of school premises</u></p> <ul style="list-style-type: none"> Manage the development of the school sites, as authorised by the Head Teacher and Governing Body, handling specifications, plans and tenders as appropriate to support and monitor the delivery of the school's premises strategy which may include, Asset Management plan, to meet the school's developing objectives Lead, develop and promote the use of school facilities, particularly to the local community, to ensure that facilities are used to their full potential <p><u>School performance</u></p> <ul style="list-style-type: none"> Lead and develop management information systems ensuring that data input and the reporting facility meet the requirements of the school.
Line management	<p>To line manage:</p> <ul style="list-style-type: none"> ICT systems manager Administration manager Premises manager Finance manager
Policies	<p>To lead the review, implementation and monitoring of the school's policies relating to the post, including:</p> <ul style="list-style-type: none"> Accessibility Plan Accounting Anti-Fraud & Corruption CCTV Charging & Remissions Data policies Disaster and recovery plan Crisis Management & Business Continuity Discretions Financial Regs Handbook Health and safety Income Letting & Charging Pension discretions policy Reserves & Investments Staff benefits, gifts & Hospitality
Leadership Group Responsibilities	<ol style="list-style-type: none"> To contribute to strategic leadership of the school, including the formulation of school's aims and the school improvement plan To contribute to the monitoring of the quality of provision against the school improvement plan and implementation of school policies To provide governors with regular updates on progress against school improvement priorities and the implementation of school policies, through written reports

	<p>and attendance at relevant committees and full governing body meetings.</p> <ol style="list-style-type: none"> 4. To contribute to the recruitment of staff, as required 5. To maintain a high visibility around the school to support the effective implementation of school policies and provide support for staff, as necessary. 6. To contribute to maintaining good discipline and student support throughout the school, including as a duty team leader, as required. 7. To promote equal opportunities 8. To ensure high quality supervision and provision for students in unstructured time. 9. To lead by example in all aspects of the school's work
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To engage actively in the Performance Management Review Process 5. To implement all school policies 6. To attend all meetings as directed 7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the post-holder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.</p>	