**THE DIXIE GRAMMAR SCHOOL**

**JOB DESCRIPTION**

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| **POST** | Business Manager  |
| **REPORTING TO** | Headmaster |
| **DIRECT REPORTS** | IT Manager, Facilities Manager, Finance Manager |
| **CONTRACT TYPE** | Permanent/full-time (5 days per week,37.5 hours per week, all year round) |
| **SALARY/GRADE** | Scale TBC Salary Range c£65,000 - £75,000 dependent on experience  |

**JOB PURPOSE**

The Business Manager has a key non-educational role in the successful continued growth, development and day to day running of this highly regarded day school whose last full ISI inspection was awarded Excellent.

The Business Manager is responsible for the financial and business planning and management of the school and the material state of the premises. The Business Manager is the Clerk to the Governors and is responsible to the Governing Body (led by the Chair of Governors) and to the Headmaster for the day to day supervision of these functions. The Business Manager assists the Headmaster and colleagues on the Senior Leadership Team (SLT) to formulate the School’s Development Strategy and also acts as the Company Secretary.

The Business Manager leads and manages the IT, Facilities and Finance departments and has functional responsibility for the school’s administration, also working closely with the HR Manager, who reports to the Headmaster. The Business Manager is a member of the SLT, which meets weekly and, with the Headmaster, there are regular meetings with the Chair of the Finance, Facilities and People (FFP) Committee and at times, the Chair of Governors.

The School is a member of the Independent Schools’ Bursars Association (ISBA) and the Business Manager will be expected to participate in its meetings and conferences and to undertake the appropriate training provided by ISBA.

As Clerk to the Governors, the Business Manager will work closely, along with the Headmaster, with the Chair of Governors and the Chair of the FFP Committee.

**CORE DUTIES AND TASKS**

**Finance and Accountancy**

1. Maintaining and advising on the School’s general financial policy.
2. Preparing a four year budget for the School, to include a detailed annual estimate of income and expenditure, to include the preparation and confirmation of the School’s departmental budgets, in consultation with the Head and SLT.

c. Monitoring income and expenditure in relation to the budget and presenting termly management reports to the Governing Body and monthly reports to the Head and Chair of the Finance Committee.

d. Ensuring that proper financial records are kept and that reports of the material and financial affairs are produced to the Governors, Auditors and Statutory Bodies in accordance with their requirements and with the requirements of the law. Preparation of the Financial Statements, in accordance with the applicable accounting standards and the Charities Commission’s Statement of Recommended Practice (SORP). Appropriate engagement with the School’s Auditors.

e. Maintaining cash flow projections for the current and future years.

f. Advising on investments in consultation with any appointed Investment Managers.

g. Overseeing the preparation of pupil invoices and collecting all fees and extras. Ensure that fees debtors are chased in accordance with the School’s policy and if necessary passed to lawyers for legal recovery action.

1. Payment of all salaries, including PAYE, Superannuation and National Insurance Contributions. Compliance with regulations for benefits in kind. Payroll is presently being outsourced to a Payroll Bureau.
2. Oversee the administration and reconciliation of the School’s bank accounts
3. Supervise the administration of the pension schemes for teaching and support staff.

j. Approving the payment of all invoices received in the School.

k. Assist in organising special appeals for capital projects.

l. Keeping analyses of costs and other statistical records

m. Preparing forecasts for the future financial performance of the School; usually over a period of four years

n. Preparing financial appraisals for particular projects.

o. Advising on taxation matters generally. Where appropriate, ensure compliance with regulations for VAT.

p. Advising on the financial implications of the charitable status of the School.

q. Dealing with the School’s rating assessments.

1. Advising on scholarship and bursary funds. Undertaking assessments of parents’ income and assets prior to recommending bursary awards to the Governor awards panel.

**General Management**

1. Act as the Headmaster’s principal legal advisor and take the lead on legal matters, excluding employment, including for the recovery of fee debts.
2. To provide necessary advice on the adherence to Independent School Standard Regulations and Inspection.
3. Together with the HR Manager ensure that all staff have contracts of employment and keep the School’s standard contracts compliant as new legislation takes effect.
4. Line manages the Finance Manager, the Facilities Manager and the ICT Manager.
5. Formulate, monitor and implement the School’s policy and procedures to comply with the requirements of Health and Safety legislation. To include fire precautions, asbestos control and water safety. Ensure that departmental annual and routine risk assessments are carried out. Member of the School’s Health and Safety Committee.
6. Supervising the School’s insurance in all its forms, taking professional advice as necessary. Ensuring that insurance cover is in place at all times to include employers and public liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover.
7. Ensure cost effective purchasing of all goods and services for the School.
8. Undertake commercial letting and hire of school premises to outside organisations.
9. Ensure that a Parental contract is in place and that it is periodically reviewed.
10. Act as the Data Protection Officer.
11. Act as the School’s Correspondent for the Department for Education and be responsible for the records and returns required.
12. Act as the link with relevant Government Departments or Non-Government Organisations, with the responsibility for formulating any records and making any returns required. This will include the Financial Conduct Authority, the Information Commissioner, Companies House, the Charity Commission, OFSTED and ISI and the Immigration Service.
13. Responsible for the security of the School sites, premises and all personnel who use the School.
14. Supervision with the HR Manager of the arrangements for the appraisal of the performance of support staff.
15. Ensure compliance with the regulations for the operation of minibuses, driver training and assessments, servicing and Vehicle Inspectorate Tests.
16. Supervise the provision of proficient and cost effective contracted out catering and cleaning services to ensure the preparation and supply of nutritious and healthy food in hygienically compliant conditions and that all areas of the School are clean and hygienically kept.

**School Assets and Resources**

1. Undertake the 5 year Planned Maintenance Programme, formulating an annual works and maintenance plan, the implementation of which is reported to Governors periodically.
2. Undertake the necessary project work in accordance with the School Development Strategy.
3. Ensure that the School is compliant with the Regulatory Reform (Fire Safety) Order 2005 including the proper installation and maintenance of equipment for the detection, warning, protection and escape from fire.
4. Ensure the maintenance and efficiency of the installations and plant for electric and gas supply, heating and domestic hot water. Promote energy and water conservation.
5. Ensure the maintenance of the lighting and ventilation in all school buildings is effective and regulatory compliant.
6. As necessary liaise with architects to draw up initial specifications, plans and costings for new or refurbished buildings or internal areas. This will subsequently include undertaking the tendering process, obtaining planning permission and project management with architects and builders.
7. The installation, maintenance and, when appropriate, the upgrading of the School’s telephone, computer and other communications systems.

**School Grounds**

1. Ensure the necessary upkeep of playing fields, gardens, all weather surfaces, running tracks and tennis courts, sports equipment and facilities.
2. Ensure that all sewers and water courses are properly maintained and effective land drainage is in place.
3. Ensure the proper maintenance of school boundaries, roads and rights of way, liaising as necessary with adjoining property owners.
4. Ensure there is safe and effective traffic management on the School site and that efficient car parking is properly implemented.

**Clerk to the Governors**

1. Administer the charity and company on a day-to-day basis. Be the routine point of contact with the Charity Commission, Companies House and ensure that all statutory and other actions are completed and filed on time.
2. Provide advice to the Chair of Governors on charitable and company law, recommended practice and procedural issues.
3. Ensure the Minutes Secretary takes minutes of all meetings of the Governing Body and its relevant committees. Prior to such meetings, liaise as required with the Chair and Headmaster to agree the agenda and procedure for the meeting.
4. Attend meetings and committees of the Governing Body as required by the Headmaster, and make reports to them, both orally and in writing, as required by the Governors.
5. Administer the process for identifying, interviewing and appointing governors.
6. Administer the induction process for new governors.
7. Undertake the annual Review of Interests with Governors, including the mandatory declarations for visibility by the Auditors including the Fit and Proper Persons Test.
8. Provide an administrative and advice service as required for the Governing Body.
9. Include the Headmaster in all interactions with the Governing Body.

**Business Development**

1. Advising the Governors and Headmaster on ways in which the business of the School could be further developed.
2. Involvement, as directed by the Headmaster, in the marketing and development of the School.
3. Managing the letting of all School property during term and holiday periods.

**Beyond the School**

1. Maintaining a close relationship with the Independent Schools Bursars’ Association (ISBA), including membership of the East Midlands regional group.
2. Administering any Government funding schemes that may affect the School.
3. Maintaining contact with any local or national organisations that could provide advice in the running of the School.
4. Keeping abreast of developments in the administration of schools and, wherever possible, attending sector meetings and professional development courses, in consultation and agreement with the Headmaster.

**Child Protection and Safeguarding**

The Dixie Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder’s is expected to comply with the School’s Safeguarding and Child Protection Policy and Procedures and is required to report any concerns relating to the safety or welfare of pupils to the School’s Designated Safeguarding Lead. This post is classed as being in a regulated activity and the Business Manager will require an enhanced disclosure from the Disclosure and Barring Service.

**Overall**

The above list of duties is intended as a general guide to the duties of the Business Manager and Clerk to the Governors. From time to time, the Governors or Headmaster could ask the Business Manager to complete other reasonable financial, administrative or management tasks pertaining to the business of the School. If necessary, this job description, following consultation with the post holder, can be amended to reflect changed circumstances and requirements.