



## **JOB DESCRIPTION**

<b>Establishment:</b>	Brockington College
<b>Job Title:</b>	Business Manager
<b>Grade:</b>	12 (£35,727 - £39,405 from 1 April 2019)
<b>Responsible To:</b>	Principal (Brockington College) Chief Financial Officer (CFO) (Embrace Multi Academy Trust)
<b>Hours:</b>	Full time: 37 hours per week Holidays: To be taken during pupil holiday periods
<b>Job Purpose:</b>	<ol style="list-style-type: none"><li>1. To act as the leading support staff professional at the college, working as part of the senior leadership team to assist the principal in ensuring that the college meets its educational aims.</li><li>2. To promote the highest standards of business ethos within the administrative function of the college and to strategically ensure the most effective use of resources in supporting the school improvement plan.</li><li>3. To make a major contribution to the strategic direction of the college as a member of the senior leadership team.</li><li>4. To provide high quality strategic financial planning to ensure that Brockington College and Embrace Multi Academy Trust makes the best possible use of its resources.</li><li>5. To make best use of the physical, financial and human resources available to the college.</li><li>6. To develop mutually beneficial links between the college and the wider community.</li><li>7. To provide effective leadership and management for all members of support staff including administration, catering, facilities and premises teams, and their areas of responsibility. This will include performance management leadership.</li><li>8. To have a significant impact on the day to day running of the college site and the management of all support staff.</li><li>9. To seek best strategic practice through line management of the catering manager, site manager, facilities manager, finance manager and staffing manager.</li><li>10. To seek and actively pursue opportunities for further income generation across the college.</li></ol>

### **CORE ACCOUNTABILITIES:**

#### **Finance/Business Management**

1. In conjunction with the principal and CFO, prepare, present and monitor college budgets and ensure effective use and efficient control of expenditure.
2. To lead and line manage finance staff for the college.
3. To provide financial reports, information and advice to the principal, CFO, governors and trustees, as required.
4. To develop and monitor a long-term financial strategy for the college, in consultation with the principal, CFO, governors and trustees.

5. To manage the college's finance systems and systems of internal control, to ensure they adhere to the policies of Embrace Multi Academy Trust.
6. Develop ways to improve efficiency, effectiveness and economy in the management of resources.
7. To monitor contracts for services and prepare tender documents as required by the principal and CFO.
8. To provide information to auditors for the compilation and audit of multi academy trust accounts.
9. In conjunction with the CFO, investigate and pursue sources of additional funding including the preparation and submission of bids.
10. Ensure that business areas of the college, mainly catering and lettings, remain financially viable, and where appropriate, provide additional income.
11. To coordinate, report to and attend all Finance Committee meetings as well as all meetings with the CFO as required.
12. Work closely with the network manager in relation to the use of ICT in the college, particularly in relation to the administrative function.

### **Personnel**

1. To oversee the selection process for vacant support staff posts, including producing job descriptions, person specifications and advertisements, in consultation with the principal.
2. To negotiate employment contracts and issue contracts to newly appointed members of staff.
3. To update employment contracts and to issue updated contracts to members of staff, as required.
4. To have oversight of all support staff in respect of arrangements for induction, performance management and line management.
5. To ensure that DBS and other vetting checks take place within a coherent system of safeguarding.
6. To be responsible for maintaining the single central record for safeguarding purposes.
7. To ensure that accurate personnel records, including absences, sickness returns and insurance claims are maintained and reported to the Principal as required.
8. To advise the principal on conditions of service and employment legislation for all categories of staff employed at the college.
9. To be the first point of contact for all staff at the college on pay and contract related matters.
10. Provide HR reports to the CFO, principal and governors as required.

### **Asset, Estate, Premises and Resource Management**

Working with the site manager, facilities manager and catering manager to:

1. Oversee all premises-related matters, to ensure the effective and efficient maintenance and development of the college's premises and facilities, including monitoring the quality of work by external contractors and the management of the Astro turf pitch.
2. Investigate ways and develop strategies for the further development of the college site and premises to maximise use and levels of income.
3. To monitor security arrangements, to ensure that effective levels of security are maintained.

4. Oversee capital building projects and major refurbishment work.
5. To ensure effective development planning to enable catering facilities to be utilised to their full potential and ensure they remain financially viable.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) The postholder may be required, at times, to work across other schools / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**