



HITCHIN BOYS' SCHOOL
An Academy Trust

Hitchin Boys' School

Business Manager Director of Finance and Resources

Job Description

JOB DESCRIPTION

Job Title: Business Manager - Director of Finance and Resources

Reports To: Head Teacher

JOB PURPOSE

1. The Director of Finance and Resources is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in his duty to ensure that the school meets its educational aims.
2. The Director of Finance and Resources is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The Director of Finance and Resources promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The Director of Finance and Resources is responsible for the strategic and operational aspects of Financial Resource Management, Management Information and ICT, Human Resource Management, Facility & Property Management and Health & Safety Management of the School.

Line manager for:

Site Staff, ICT Network Manager, Administration Staff, Cover Manager, Bursar, Sports Centre & External Lettings staff

Governing Body Committees – 1) Resources, 2) Health, Safety & Premises

GENERAL DUTIES

Leadership and Strategy

1. Be a member of the Senior Leadership Team taking a proactive role in the effective leadership and management of the school.
2. To provide advice to the Governing Body
3. To advise the Headteacher and Governors on policies and legislation regarding employment, equal opportunities, data protection, financial management and health and safety.
4. To play a full role in strategic decision making within the school's Senior Leadership Team
5. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
6. Plan and manage finance and resources in accordance with the school improvement plan.
7. To ensure adequate provision of support staff and to lead and manage the support staff teams including Site Management team, ICT support team, Cover Manager, Administration team, Sports Centre & External Lettings staff
8. Preparation and maintenance of the Business Continuity Plan.

Financial Resource Management

1. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Head Teacher, Senior Leadership Team and Governors for discussion and approval and lead the overall financial planning process
3. To submit the approved budget to the DfE, Companies House and EFA as necessary and within the required timescales
4. Use the agreed budget to monitor and control performance to achieve value for money
5. Identify and inform the Head Teacher and Governors of the causes of significant variance and recommend prompt corrective action
6. Maintain secure, efficient procedures with the Bursar to ensure best value is achieved through rigorous monitoring and regular reviews
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
8. Provide ongoing budgetary information and financial reports to relevant parties including the Governors and the Senior Leadership Team

9. Maintain a strategic 3/5 year financial plan that will indicate the trends and requirements of the school improvement plan and will forecast future year budgets
10. Identify additional finance required to fund the school's proposed activities and present fully costed proposals, recommendations or bids
11. Seek and make use of specialist financial expertise when required
12. Maximise income through lettings and other approved activities
13. Ensure that any formal finance agreements meet statutory Academy regulations, with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
14. Monitor the effectiveness and implementation of financial agreements
15. To manage and control debts and to apply appropriate sanctions as necessary.
16. To maintain the Assets Register
17. To manage the allocation and funding for special projects and to provide financial information and recommendations for the management Team.
18. To ensure the requirements of the Financial Management Standards in Schools are met and maintained
19. To liaise with the Sixth Form Consortium Co-ordinator regarding the use and monitoring of the Consortium budget
20. To provide benchmarking data to the Senior Leadership Team and Governors to aid financial monitoring and evaluation of performance

Administration Management

1. Manage the whole school administrative function and lead all non teaching support staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and objectives
3. Define responsibilities, information and support for staff and other stakeholders
4. Establish and use effective methods to review and improve administrative systems
5. Benchmark systems and information to assess trends and make appropriate recommendations
6. Prepare information for publications and returns for the DfE, EFA and other agencies and stakeholders within statutory guidelines, including the school census and the school workforce census and Single Central Record
7. Oversee the preparation and publication of the School Prospectus

Management Information Systems and ICT

1. Consult with Network Manager and other relevant parties to introduce new technology or improve existing technology for different purposes
2. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
4. Establish systems to monitor and report on the performance of technology within the school
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems
6. Ensure contingency plans are in place in the case of technology failure
7. Ensure data collection systems providing information to stakeholders are streamlined to maximize efficiency of the data supplied
8. To oversee the school website, providing changes and information to as required
9. To ensure compliance with data protection legislation

Human Resource Management

1. Manage the payroll and HR contract services for all school staff
2. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and give advice to relevant parties regarding compliance
3. Manage recruitment, performance management, appraisal and development for all non teaching support staff.
4. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
5. Ensure people have a clear understanding of the HR policies and procedures and the importance of putting them into practice.
6. Monitor the way HR policies and procedures are actioned and provide support where necessary.
7. In consultation with the Headteacher, seek and make use of specialist expertise in relation to HR issues.
8. Evaluate the school's strategic objectives and obtain information for workforce planning.

9. Identify the types of skills, knowledge, understanding and experience required by non teaching support staff to undertake existing and future planned activities
10. To review the responsibilities of all non teaching support staff and accommodation in the context of the changing needs of the school.
11. To ensure completion of the electronic monthly timesheets for staff and supply teachers
12. To manage the Criminal Record Bureau (CRB) checking process and to ensure compliance with safeguarding procedures

Facility and Property Management

1. Ensure relevant planning and construction processes are undertaken in line with contractual obligations and to monitor, assess and review these obligations for outsourced services
2. Ensure the safe maintenance and security operation of all school premises
3. Ensure the continuing availability of utilities, site services and equipment.
4. Follow sound practices in estate management and grounds maintenance.
5. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
6. Manage the letting of school premises to external organisations so as to maximize income.
7. Seek professional advice on insurance and give advice on appropriate insurances for the school and implement and manage such schemes accordingly.
8. Compile and implement plans for routine maintenance and for the development and improvement of school facilities and buildings, in conjunction with the Senior Leadership Team and Governors.
9. Liaise with the Local Authority in connection with the management, asset plan information and development of the school premises.
10. Pursue methods of energy conservation and to monitor utility use over time. (sustainability)
11. Arrange routine maintenance of school minibuses and to administer the driver permit scheme.

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer and produce and keep the Critical Incident Plan
2. Plan, instigate and maintain records of fire practices and alarm tests and ensure the appropriate installation and standard of fire prevention equipment and efficient escape procedures
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Co-ordinate and chair the Health and Safety Committee.
6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues, including management of risk assessments, to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
7. Ensure the maximum level of security consistent with the ethos of the school.
8. Oversee statutory obligations to ensure they are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
9. To operate and manage the CCTV system and ensure compliance with Data Protection regulations.