



Job Description			
Job Title:	Business Manager	Department:	SLT
Salary:	M7	Reporting to:	Principal
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the centre of all that we do. We aspire to;</p> <ul style="list-style-type: none"> • An exceptional 4-19 Catholic education and experience • Remove all barriers to excellence • Develop leadership at all levels • Provide an exceptional spiritual, physical, on-line environment. 			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> • Uphold and promote the school's Catholic vision • Support and contribute to the achievement of all students academically and pastorally • Support and contribute to our responsibility for safeguarding all students • Undertake professional training to enhance personal development and job performance; • Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect • Share best practice, expertise and skills with others 			
Main Objectives of Role:			
<p>Participate as a full member of the Senior Leadership Team to identify best practice, plan and implement systematic and strategic improvements to the school.</p> <p>To undertake effective Financial Management ensuring that all legal requirements are met and the school achieves best value where possible.</p> <p>To be responsible for all contracts including the large contracts for cleaning and catering.</p> <p>To act as a senior business manager within the school, ensuring that all resources: financial, human resources, administrative functions, and lettings (including publicity and marketing relating to income generation) are managed effectively.</p> <p>To use judgment to make financial and other decisions [related to other accountability areas] in the absence of the Principal to ensure that pressing issues are dealt with effectively.</p>			

Principal Accountabilities:

Senior Leadership Team: 20%

1. As the most senior member of the Support Staff to participate as a full member of the Senior Leadership Team in order to influence and contribute to the strategic decision making/development of the school whilst role modelling the school's value and ethos.
2. To provide guidance, advice and management information on the financial management of the school to the senior leadership team.
3. Undertake Project Management as required, for a range of projects in the school, in line with the schools development/strategic plan in order to aid the improvement and development of the school.
4. To lead on community partnership projects working with other community partners, sports bodies, the Local Authority, Diocese, police and other statutory bodies as appropriate to ensure that the needs of the school are catered for.
5. To participate in the SLT duty rota, patrolling the school, to ensure that any issues raised are dealt with appropriately that day.

Finance: 30%

1. To develop, maintain and revise a strategic financial plan that links to the requirements of the school development plan, allocating monies where appropriate and forecasting future year budgets.
2. To prepare, propose and negotiate, an annual, realistic and balanced budget, highlighting areas of budgetary concern and monitoring, revising and updating as the situation changes.
3. If necessary work to implement and work to an agreed Deficit Plan to reduce a deficit budget ensuring that regular monitoring reports are prepared and shared with SLT, Governors & the LA and risk areas highlighted.
4. To ensure that the appropriate financial reports, for example, expenditure to date report, benchmarking reports, VAT reports, and cost statement reports, are prepared for governors, the local authority, the DfES and other outside bodies as required, enabling the school to discharge its legal responsibilities to stakeholders.
5. To undertake financial analysis to determine 'profitability', value for money and benchmarking reporting.
6. To advise Governors, the SLT and other managers within the school on all aspects of financial management, including the Resources Committee of governors, highlighting potential threats to allow the governors to set the financial direction of the school.
7. To contribute towards the school wide programme of CPD to enable both teaching and support staff to manage budgets and to have a greater understanding of whole school finances.
8. To implement systems improvements to drive efficiency and reduce cost e.g. budget management and monitoring, payroll/employee records.

9. To apply and achieve the principles of best value in procurement of works, services and supplies in order to continuously improve the efficient and effective use of limited resources.
10. To lead on all contract negotiations for the school, working collaboratively with SLT/Subject and Team Leaders to specify tender document/SLAs and performance monitoring, all contracts to be assessed/negotiated/managed in line with LA requirements to ensure full compliance with Value for Money, LA and EU regulations.
11. To advise the SLT, Headteacher and Governing Body on appropriate insurances for the school, to implement and manage these schemes ensuring the school is legally compliant.
12. To ensure continued adherence to the Financial Management Standard for Schools & the Schools Financial Value Standard (SFVS) to provide effective governance and compliance with LA & DfE requirements.
13. To manage the Governors and School Funds to ensure they adhere to best practice including external audit each year.

Administration Management & HR: 20%

1. To lead the Senior Support Team (SST) comprising 3 Senior Administration Managers and Data & SIMS Manager & management of all support staff, ensuring performance management is undertaken. To ensure that all support staff are performing well and have the skills to be able to do the job.
2. To provide guidance and line management for direct reports, including work allocation, training, appraisal, and performance management to ensure that they are effective and supported in their role
3. To have an overview of the HR Resources (both Teaching & Support) ensuring they are employed in the most cost effective way - this in conjunction with HR & the SLT member responsible for timetabling.
4. To undertake training needs analysis, falling out of the performance management system for support staff, identifying the types of skills, knowledge, understanding and experience required within the workforce in order to undertake existing and future planned activities
5. Has line management responsibility for the following - the SST (excluding Principal's PA) & Senior Finance Officer.
6. Overall responsibility to all school support staff ensuring that all appropriate procedures are followed, such as Probationary Reviews and Performance Management, advising senior staff where necessary.
7. To act as the School's Data Protection Officer with responsibility for Data Protection Act) compliance ensuring the integrity, security & control of all School Information and ensuring all users understand their DPA obligations. Dealing with breaches, the ICO and SAR requests as necessary.
8. To ensure that relevant policies to the role are appropriately reviewed by SLT and/or Governors and kept up to date on the website and/of Staff Hub.

Income Generation & Commercial Business Development: 20%

1. To research, generate and sustain all possible sources of income through grants(Educational & Charitable),direct funding for pupils, investments, business activity in such a way that the school can continue to develop as an innovative and creative organisation.
2. Investigate and develop opportunities to generate income from our fixed assets including the 4G pitch & changing rooms, in order to maximise the school's financial resources and contribute to the achievement of the strategic plan.
3. To develop opportunities for additional revenue via Third Party Income ensuring the school is making the most of its facilities to serve the local community.
4. To proactively market and advertise facilities on the website and social media channels to ensure that we are maximising opportunities for income growth.

Other Principal accountabilities: 10%

1. To manage all 'off site education' including joint management of the Educational Visits Coordinator. By assessing proposals for any trips, creating a realistic budget, carrying out risk assessments and taking a reasoned decision on the feasibility of the trip in conjunction with the Principal.
2. To ensure that the contract and tendering process follows EU tendering and procurement rules.
3. To manage the Catering, Cleaning & other Contracts ensuring that improvements are made to the student and staff experience and to maximise profit share for CNCS where appropriate.

General Accountabilities

To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and council policy.

In particular: as set out in Section 4.4 of the Council's Health and Safety Policy, and within their area of responsibility:

- To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
- To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
- To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
- To ensure that safe premises, equipment and working environments are maintained
- To develop practices within the directorate/division that uphold and develop the principals of the City Council's Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.
- To work within and actively promote the City Council's Equalities and Equality in Employment Policies in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

All Staff employed at Cardinal Newman Catholic School will:

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

Person Specification	
Job Related Education, Qualification and Knowledge	<ul style="list-style-type: none"> • DSBM or ACCA qualification, foundation level as a minimum [equivalent NVQ 4], or working towards. • Knowledge of relevant financial legislation and frameworks • Knowledge and understanding of best practice in the field of finance management • Knowledge of Financial Strategy • Knowledge of grants and revenue streams • Knowledge of Education systems
Experience	<ul style="list-style-type: none"> • Considerable experience at a senior level in a financial/management role • Experience in a schools environment • Strong line management experience • Project management experience • Procurement experience
Skills and Abilities	<ul style="list-style-type: none"> • • Ability to think strategically and analytically • Excellent numerical skills to undertake a variety of tasks, e.g. writing financial reports for external sources, budget monitoring and planning • Highly developed planning and organisational skills • An effective communicator capable of precise and well-argued judgement; able to influence, negotiate and persuade, but also listen and learn. • Proven ability to work accurately and prioritise under pressure and to meet competing deadlines • Able to interpret legislations and regulations • Able to identify future problems and adopt a proactive approach to ensure changing legislation / guidelines are met • High level of ICT skills, including MS Word, Excel and management information systems • Ability to work cooperatively as a team member, whilst also working on own initiative • Ability to develop skills in managing Health and Safety at work
Equalities	To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.
Other Requirements	<ul style="list-style-type: none"> • Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training • Awareness of the need to identify hazards in their area of responsibility and the ability to assess and manage the associated risks