

**Ernest Bevin College  
Job Description**

<b>Title:</b> School Business Manager	<b>Salary Scale:</b> - PO7 (54, 284 – 57, 568)
<b>Supported by and reporting to:</b> Principal	<b>Assisted by:</b> Office Manager

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Treat students and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staff member's professional position</li> <li>• Have regard to the need to safeguard students' well-being, in accordance with statutory provisions</li> <li>• Show tolerance of and respect for the rights of others</li> <li>• Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law</li> <li>• Have a proper and professional regard for the ethos, policies and practice of the Ernest Bevin College and maintain high standards in their own attendance and punctuality</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Line managing the Office Manager and Premises Manager</li> <li>• Ensuring performance management is carried out for all Office and Premises</li> </ul>
<b>Human Resources (HR)</b>	<ul style="list-style-type: none"> <li>• Oversee the Office Manager's work on HR</li> <li>• Calculating and issuing annual salary assessments;</li> <li>• Liaising with payroll to ensure correct PAYE, National Insurance and Superannuation details are held for all staff</li> <li>• Issuing appointment notices for salary re-grading</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Drafting of the College budget plan, as guided by the Principal and submitting it to the Governors' Resources Committee.</li> <li>• Monitoring income and expenditure, and preparing reports for the Principal, Governors' Resources Committee and other budget holders, as required</li> <li>• Keeping College financial and accounting systems under review, and recommending modifications where appropriate;</li> <li>• Acting as budget holder for the College Journey Account and for other specified accounts</li> <li>• Operating College accounting procedures using the computerised financial management systems, ordering system, ledgers, processing and payment of invoices and reconciliation returns.</li> <li>• Preparing monthly statements of accounts for the Principal on a monthly basis</li> <li>• Liaising with the Bank regarding bank reconciliation</li> <li>• Liaising with the Learning Resources Manager regarding the maintenance of College stock control systems;</li> <li>• Developing and implementing systems for delegated financial management and keeping them under review</li> <li>• Implementing Audit Action Plan and reporting updates to the Resources Committee</li> <li>• Ensuring adequate cover for student, staff, governors and visitors through adequate insurance policies:</li> <li>• Oversight of tendered service contracts (cleaning, grounds maintenance, catering) and ensuring value for money (Solo and Edward and Ward)</li> <li>• Operating tendering / quotations systems in accordance with LEA regulations;</li> <li>• Reporting benchmarking to the Resources Committee</li> <li>• Managing the College's Lettings ensuring maximum potential for income</li> <li>• Working with the Assistant Principal to generate income through the LA bids and general application for funds</li> </ul>
<b>Lettings for the Sports Facilities and Main College Facilities</b>	<ul style="list-style-type: none"> <li>• Managing the College's Lettings: Taking Bookings Liaising with external Clubs to ensuring Service Level Agreements and Conditions of Hire are in place Producing a Lettings timetable Invoicing Clubs</li> </ul>

	<p>Reviewing income generation against costings and producing a termly report for the Principal</p> <p>Ensuring there is adequate cover of the premises by premises staff</p>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Acting as the College's Health &amp; Safety Officer</li> <li>• Keeping abreast of all changes in health and safety legislation and advising the Principal accordingly</li> <li>• Updating and implementing the College's Health &amp; Safety policy, Action Plan and Risk Assessment, consulting as appropriate</li> <li>• Liaising with the premises staff and other site users to ensure that day to day arrangements are compliant with Health &amp; Safety policies and procedures;</li> <li>• Ensuring that adequate first aid provision is available at the College and that adequate accident records are maintained and submitted to the LA</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• Working with the Premises Officer to ensure all facilities are maintained and repairs carried out immediately</li> <li>• Overall responsibility for security, appearance and maintenance of buildings;</li> <li>• Arranging for non-routine maintenance and capital schemes, and for monitoring performance under all premises-related contracts;</li> <li>• Renew and update emergency procedures</li> </ul>
<b>Other General Duties</b>	<ul style="list-style-type: none"> <li>• As part of the senior team attend senior team meetings and attend meetings of the Leadership Team, Senior Team the Governors' Resources Committee and the Joint Advisory Committee (JAC) meetings</li> <li>• Ensuring Service Level Agreement are in place for external organisation</li> </ul>

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder

October 2020