



St John's College

POSITION DESCRIPTION

Business Manager

Name**Reports to**

Principal, Board of Trustees

Direct Reports

7

Indirect Reports

12

Function Relationships

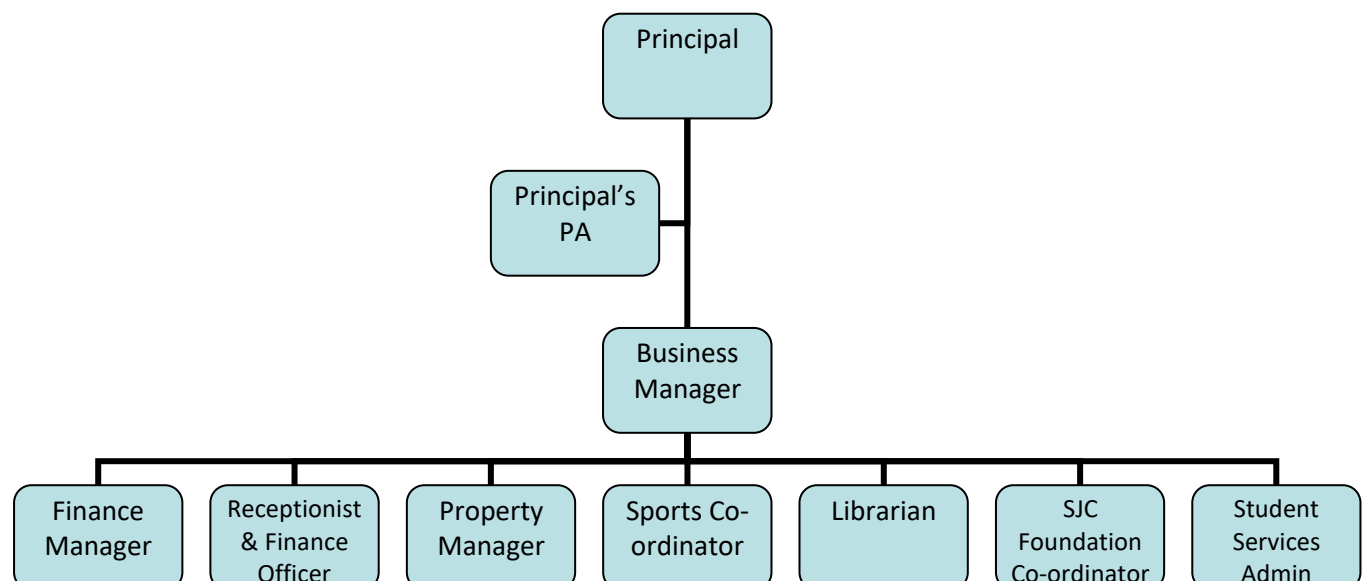
Principal, Senior Management, Staff, Board of Trustees, Proprietor, External Agencies, School Community

Date reviewed

October 2023

Position Purpose

The Business Manager is responsible for managing the day-to-day operation of the business wing of the school in accordance with the policies and procedures set down by the Board of Trustees. This includes finance, property, communications, marketing, ICT, Health and Safety and support staff. The operation of the business wing is to be conducted in a manner that supports the special character of the school, the Board's quality learning and teaching programmes, and the school's strategic goals.



Primary Objectives

1.	Finance	Performance Outcomes
1.1	Manage day-to-day financial matters of the school	<p>Ensure sound financial management in accordance with Board policy, regulatory financial requirements and generally accepted business accounting practice.</p> <p>Scrutinise, check and approve accounts, claims and returns within the authority levels prescribed by the Board.</p>
1.2	Manage and regularly review key contracts.	<p>In conjunction with the Principal, review the terms and conditions of contracts e.g. photocopiers, cleaning, canteen contractors.</p> <p>In conjunction with the Principal and the Board of Trustees negotiate new terms and conditions of existing or new contracts following the recommended All of Government Purchasing guidelines.</p>
1.3	Manage and monitor the budgeting process	<p>Operate effective budget planning systems in association with the Board and the Principal and work within the available resources as approved by the Board.</p> <p>In conjunction with the Principal and the Finance Officer review and set budgets on an annual basis.</p> <p>In conjunction with the Senior Leadership team prioritise and approve capital budgets in line with the annual budget process.</p> <p>Financial resources must reflect the school's priorities as determined by its annual plan and must be used effectively to promote sound learning outcomes. Where applicable specific funding must be utilised for the purpose intended.</p>
1.4	Provide regular reports to the Board	<p>In association with the Principal and the Finance Officer provide the Board with regular information that allows it to adequately understand, approve and monitor budget requirements. These reports must be timely and accurate. Processes must allow to identify and analyse financial risks.</p> <p>Attend Finance or Board meetings to respond to Board queries re financial reports.</p>

		Prepare annual accounts in conjunction with the Finance Officer, school accountant/service provider.
1.5	Monitor trading areas	Oversee the operation of the trading areas (e.g. International Students Department, student cafeteria and uniform contracts), ensuring efficiency and cost effectiveness.
1.6	Coordinate grant applications	<p>Ensure the allocation of discretionary funding is undertaken in conjunction with the Diocese.</p> <p>Investigate potential avenues for fundraising and assist school groups with the preparation of fundraising applications in accordance with the Senior Leadership fundraising priorities and Board policy requirements.</p> <p>Ensure grant funding is spent on the purpose intended and that accountability requirements are met.</p>
1.7	Oversee purchasing in accordance with major contracts	Ensure that purchasing of items related to key contracts i.e. school uniforms, sports uniforms, stationary, copying, design etc are in line with the contracts and are in line with contract conditions.
2.	Property	Performance Outcomes
2.1	Manage school property within policy and regulatory guidelines	<p>With the Principal, assist the Board to review annually its property maintenance plan, and as required, its Property Occupancy Document.</p> <p>Provide property reports as required.</p> <p>Work with the school caretaker to ensure that maintenance work is scheduled and completed and quoted and budgeted for.</p>
2.2	Work with the Proprietor and Principal to manage property projects efficiently	Act as the school's liaison person with the Diocese, the Trust Board and contractors, ensuring appropriate documentation is provided to relevant parties in a timely manner.
2.3	Manage assets	<p>Maintain an up-to-date asset register.</p> <p>Ensure stocktakes are performed as appropriate (e.g. Library).</p> <p>Oversee the purchase and maintenance of assets as</p>

		approved by the Board, having particular regard to cost effectiveness and suitability for purpose.
3.	Staff Administration	Performance Outcomes
3.1	Assist with employment of support staff and manage support staff effectively	<p>In conjunction with the Principal, employ and manage the support staff of the school to support effective delivery of the curriculum and the implementation of the school's strategic direction.</p> <p>Use support staff to assist faculties where appropriate. Ensure the provisions of all relevant collective agreements are adhered to.</p>
3.2	Implement the school's performance management system for support staff	<p>Conduct annual appraisals of direct reports and manage the appraisal process of other support staff.</p> <p>Implement school procedures and practices to maintain and improve support staff effectiveness through appropriate recruitment, supervision, performance management, provision of professional development and encouragement of personal development.</p> <p>Ensure, where delegated, support staff recruitment and appointments are consistent with policy and regulatory requirements. In the implementation of the approved appraisal system, ensure there is professional development provided linked to identified needs.</p> <p>Encourage professional and personal growth and collaborative practices. Monitor support staff turnover and resignations to endeavour to retain high quality staff.</p>
3.3	Oversee the payroll function	Oversee the administration of the payroll function ensuring accuracy and timeliness. Report to the Principal on any payroll issues.
3.4	Provide support for support staff	<p>Give appropriate guidance and direction to support staff which includes monitoring of their efficiency and performance and adequately supporting their ongoing growth and development.</p> <p>In conjunction with the Principal, provide support by addressing staff performance issues promptly.</p>

4.	Marketing and Communications	Performance Outcomes
4.1	Manage the marketing and communications activities of the school	<p>In association with the Principal, develop and implement the school's marketing and communications strategy.</p> <p>In conjunction with the Principal, develop and implement a communications strategy for alumni.</p>
4.2	Oversee the production of marketing publications and the use of other communications tools	<p>Ensure newsletters, social media feed and other publications/communication tools are informative, reflective of the school's culture, up-to-date, timely and regular. Such communications are to positively enhance the reputation of the school.</p> <p>Where appropriate, monitor the performance of marketing initiatives and report to the Board of Trustees and the Principal accordingly.</p>
4.3	Manage the St John's College brand guidelines ensuring that these are implemented across all school functions	<p>A consistent brand approach is applied to all St John's College school and sport team uniforms.</p> <p>A consistent brand approach is applied to all publications, letters etc, that are sent out by or on behalf of St John's College.</p> <p>Any material that promotes St John's College or bears the St John's crest is approved.</p>
5.	Relationships	Performance Outcomes
5.1	Maintain harmonious working relationships with Board, Principal, and staff.	<p>Be available to staff and Board to discuss issues relating to the business wing of the school.</p> <p>Work co-operatively with Heads of Faculties and the senior management team in support of the Board's annual plan.</p> <p>Work with the Principal to ensure the strategic vision for the business wing of the school is met. Where applicable attend senior management team meetings.</p>
5.2	Sound working liaison is maintained with appropriate agencies and the wider school community.	Establish and maintain working links with relevant support agencies and the wider school community.
5.3	Observe confidentiality and good faith	Be sensitive to the need for confidentiality and that all dealings are carried out fairly.

6.	School Administration	Performance Outcomes
6.1	Assist as required to manage and monitor the school's administration	Work effectively and efficiently with the Board and the Principal in controlling, monitoring and reporting on the use of finances and assets. With the support of the Principal, maintain efficient operation of the office in a businesslike, courteous and professional manner.
6.2	Maintain an overview of the school's ICT services	<p>Ensure the provision of ICT services meets the day-to-day needs of the school.</p> <p>Work with the Principal, Deputy Principal and Computer Technician and other relevant parties to formulate recommendations for improvements to systems. Implement improvements as approved by the Board.</p>
7.	Health and Safety	Performance Outcomes
7.1	Develop and implement health and safety policies	<p>Report to the Board of Trustees and the Principal on health and safety matters.</p> <p>Ensure the buildings and property provide a safe functional working and learning environment. Help eliminate vandalism.</p> <p>Maintain H&S manuals/documentation and liaise with H&S staff representative as required.</p> <p>Maintain knowledge of current H&S legislation.</p>
8.	Old Boy's Foundation	Performance Outcomes
8.1	Provide support to the Old Boy's Foundation	<p>Coordinate and attend regular meetings of the St John's College Old Boy's foundation, including setting agendas and minute taking in conjunction with the foundation chairman.</p> <p>Support the St John's College Old Boy's foundation with any fundraising activities.</p> <p>Maintain the database of the St John's College Old Boy's foundation.</p>

9.	General	Performance Outcomes
9.1	Provide support to the Principal and Senior Leadership team.	<p>Where required, provide additional support to the Principal and Senior Leadership Team.</p> <p>Undertake any additional duties that may be required and as requested by the Principal, the Senior Leadership Team or the Board of Trustees.</p>

HOURS: 40 Per Week
 52 Weeks (includes 4 weeks annual leave)