**Role Profile: Business Manager**

**Purpose**

Operating as a key member of the Leadership Team, this role is primarily responsible for supporting the Head to grow the school and deliver and improve the financial and commercial aspects of the school’s business agenda. This role is also responsible for the Site Team and for the third party contractor catering and cleaning arrangements. The role is also responsible for ensuring compliant and up-to-date contracts are in place with parents; management and supervision of some non-teaching staff; and the development and maintenance of facilities. The role is very much focused on resourcing, processes and efficiency as these are key areas to support the school.

**Key Accountabilities**

* Leadership and Strategy
* Financial and Commercial Management
* Facilities and Estate Management
* Health and Safety Management
* Business Development

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Degree level qualification in Business Management or equivalent / similar | * Health and Safety * Facilities Management * Project Management |
| **Skills** | * Ability to operate and think strategically * Influencing and negotiating * Diplomacy and tact | * Business generation * Recognising growth activities |
| **Experience** | * HR (People Management) * General management * Financial, commercial and accounting * Budget preparation and management (including capital and operational expenditure) * Health and Safety management * Facilities Management | * Transportation management * Payroll administration * Adhering to governance issues * Data protection |
| **Other** | * Ability to work under pressure and to meet tight deadlines | * Event management * Recruitment * First aid |

**Direct Day to Day Supervision of:**

- Site Manager

- Caretaker

- Business Management Assistant

- In-house Cleaner

**Direct Day to Day Liaison with Third Party Contractors:**

- Catering provider

- Cleaning provider

- Home to School Transport provider

**Key Stakeholders:**

**Internal –**

At School:

- School Leadership Team

- All staff

At Cognita’s School Support Centre (SSC):

- UK Facilities Team

- UK Finance Team

- HR Department

**External –**

Third party contractors

**Systems and Databases Used –**

- Microsoft Office

- Double First Management Information System (training will be provided)

- Adaptive (training provided)

- Netsuite (training provided)

- SIMs (training provided)

**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**

**Appendix 1 – Business Manager Task List**

This list is an example of the tasks expected of the role, it is not an exhaustive list and there will be other tasks required depending on the situation:

**Leadership and Strategy**

* Contribute to the development of the school’s values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders.
* In conjunction with the Head Teacher, produce a strategic plan for the school incorporating business generation and growth activities.
* Motivate, encourage and empower individuals to work innovatively and creatively to achieve and exceed targets.
* Ensure that all staff are briefed on allocated work, showing how it fits within the school’s vision and objectives.
* Monitor the progress and quality of direct and indirect reports and provide prompt and constructive feedback. Set C-SMART objectives and undertake performance management for all direct reports.
* In the absence of the Head Teacher, take delegated responsibility for financial and other decisions.

**Financial and Commercial Management**

* Ensure all revenue is invoiced and all receivables recovered for domestic and international pupils in line with UK guidelines including meeting with parents to discuss fees, issues and means tested forms.
* Effective budget setting, reporting and forecasting. In conjunction with the Head Teacher, produce an accurate annual budget, review the schools profit and loss situation and provide accurate forecasting including pupil numbers, fees, staffing and costs. Identify and manage variances.
* Control of Capex including investment appraisal and capital projects management in conjunction with the Cognita’s Facilities Team.
* Administer payroll data and information (including changes, expenses and overtime claims) and provide same to Cognita’s School Support Centre on a monthly basis.
* Manage the month end reporting timetable (including budget forecasting, fees and other income, purchasing card and cheque account returns, accruals, payroll and debtors update) to ensure delivery of the Cognita Group reporting requirement.
* Close liaison with marketing and admissions colleagues to agree appropriate reporting of pupil numbers and identify opportunities for business growth.
* Ensure contracts are in place for all parents/carers and all discounts are managed in accordance with policy.
* Continuously review and improve processes to ensure efficiency and to help support and grow the business – including involvement where applicable in projects being led by Cognita’s School Support Centre.
* Procurement and supplier management: Manage school purchasing within agreed delegated authorities and ensure that delivery from suppliers is to the agreed contractual levels.

**Business Development**

* Identify, and ensure that the school responds positively to, initiatives which are aimed at increasing enrolment numbers and at improving the efficiency and effectiveness of the school processes and business systems.

**Facilities and Estate Management**

* Delivery of all non-educational governance and compliance related requirements including buildings and facilities management (with the support of Cognita’s Facilities Team).
* Ensure that the fabric of the school property and grounds are maintained to a good standard which meets all statutory and compliance requirements.
* Negotiate, manage and monitor contracts, tenders and agreements (with the support of Cognita’s Facilities and Procurement Teams where appropriate), ensuring best value at all times.
* Oversee service provision in catering, cleaning and home to school transport. Liaison with the providers to ensure best possible service delivery in relation to budget.
* With the agreement of the Head Teacher, manage the letting of school premises to outside organisations.

**Human Resource Management**

* Day to day supervision and performance management of named staff.
* In conjunction with the Head Teacher, carry out an annual review of staffing and develop a pay and staffing budget as part of the annual budget setting process.
* When appropriate, ensure effective recruitment of new non-teaching staff including drafting adverts, shortlisting candidates and organising interviews. Ensure all recruitment takes place within budget.
* Preparation of contracts and new starter information for all new staff.

**Health and Safety / First Aid**

* Carry out the roles of School Health and Safety Coordinator and First Aid Coordinator ensuring that the school conforms to current health and safety, first aid and fire safety compliance related legislation at all times.
* Co-ordinate and procure health and safety and first aid related training for all staff
* Co-ordinate the school’s risk assessment processes and Risk Register

**Other**

* Responsible for ensuring the school is compliant with the General Data Protection Regulations including Subject Access Requests and to implement the Group Data Protection Policy.
* Liaison with, and provision of support to parents and carers by way of face to face meetings, phone calls and emails.
* Provision of general advice to, and leadership and motivation of school staff.
* Assist in the organisation and running of school events.