

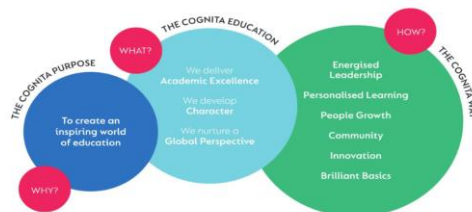


Role Profile: Business Manager

Purpose

Operating as a key member of the Senior Leadership Team, this role is primarily responsible for supporting the Headteacher 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 Finance, Administration and Operations Team; ensuring compliant and up-to-date contracts are in place with parents and other third parties; administration of all staff; and their development. The role is very focused on resourcing, processes and efficiency as these are key areas to support the school.



Key Accountabilities

a) Leadership and strategy

- Contribute to the development of the school's values and vision and communicate this clearly and enthusiastically to all staff and other stakeholders and development of longer-term goals
- 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

b) Financial and Commercial Management

- Ensure all revenue is invoiced and all receivables recovered for both domestic and international pupils in line with UK guidelines including meeting with parents to discuss fees, issues and means tested forms
- Effective reporting, forecasting and budgeting. Review and agree schools' profit and loss reporting and budgeting including pupil numbers, fees, staffing and costs. Identify and manage variances.
- Responsible for ensuring all financial delivery including: Banking. Purchasing, Expenses and School trip accounts
- Control of Capex including investment appraisal and project management and management of any capital investment and maintenance and repair works within the school in conjunction with the group facilities management
- Close liaison with marketing and admissions colleagues to agree appropriate reporting of pupil numbers for the school and identify opportunities for the admissions team to progress with.
- Ensure parent contracts are in place for all parents and any/ all discounts are managed in accordance with policy and optimising the school's commercial outcomes
- Continuous improvement & review of processes. Involved in projects from SSC to help support and grow the business
- Manage month end timetable to ensure delivery of group reporting requirement and attend group dial in requests
- Procurement and supplier management. Manage school purchasing within agreed delegated authorities and that delivery from suppliers is to the agreed contractual levels

- To produce a strategic plan for the school considering all new business generation and growth activities. Managing organisational development.
 - Reviewing the actual numbers, processing adjustments, liaising with financial accounts at SSC to highlight risks and opportunities and variance commentary.
- c) Facilities and Estate Management**
- Ensure all governance related requirements including health and safety responsibilities, statutory compliance, building management and risk assessments (with the support of Cognita Ops Team) are in place
 - Coordination with the Operations Team and Third-Party providers to ensure best possible service delivery in relation to budget
 - Will assist the Facilities Manager to fulfil the Health & Safety Coordinator role
 - Overseeing the letting of the school premises to outside organisations and school staff and the development of extended school activities with particular reference to the local community. Ensuring compliant with current VAT legislation and SSC policy
- d) Local Human Resources Management**
- Managing the pay changes within the school. Providing change forms to SSC and ensuring recruitment within budget. Mitigating and preventing any additional costs associated with recruitment
 - A detailed review of the school's employees and movements from Budget. Adjusting the pay award and revised budget for the next FY
 - Recruitment of team members as and when roles become available. Drafting adverts, shortlisting candidates and organising interviews
 - Performance Management reviews for all non-teaching staff. where appropriate.
 - Payroll administration and data collection in preparation for the monthly payroll. Sent to SSC for processing in a timely manner
 - Managing HR Reporting. FTE reporting, maternity leave and sickness reporting with the HR Business Partner
 - Data collection for payroll purposes.
- e) Business Development**
- Business Development including strategic planning, new business generation. growth activities and management of organisational development.
 - Business performance management including enrolment development and continual improvement in the efficiency and effectiveness of school processes and system (SFP, Cognita Connect, My Cognita, Net Suite, HS2 etc).
- f) Other**
- Responsible for ensuring the school is compliant with the General Data Protection Regulations including SAR requests.
 - Liaison and support parents, pupils and teachers via physical meetings, phone and emails
 - General Counselling, advice. leadership and motivation for school staff

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/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	<ul style="list-style-type: none"> • Bachelor's degree in business, management, or related field • At least 3 years' experience as a business manager or relevant managerial role • Proven experience with business and strategy development processes • Outstanding poise in a fast-paced environment • Superior leadership skills, with a focus in employee coaching and development 	<ul style="list-style-type: none"> • Health & Safety • Facilities Management • Project Management • Master's degree in business, management, or related field • Strong capabilities with database and information systems software • Previous data analysis experience • Proven ability with financial and budgetary processes • Prior industry experience and up-to-date knowledge of relevant trends
Skills	<ul style="list-style-type: none"> • Ability to operate and think strategically • Influencing and negotiating • Facilities Management 	<ul style="list-style-type: none"> • Business generation, growth activities
Experience	<ul style="list-style-type: none"> • HR (People Management) • General Management • Financial, commercial and accounting • Budget preparation & management • Managing Capex & Opex • Adhering to governance • Health and Safety experience 	<ul style="list-style-type: none"> • Transportation management • Payroll administration • Facilities Management
Other	<ul style="list-style-type: none"> • Ability to work under pressure and remain accurate 	

Key Stakeholders:

Internal

- Senior Leadership Team
- UK Functional Department Team
- UK Finance Team
- HR Department (School Support Centre)
- Operations Team

External

- Third party contractors

Remuneration

- Competitive salary
- Cycle to work scheme
- Eye tests
- Contributory pension scheme
- School fee discount (conditions apply)
- My staff shop

Signed _____

Print name _____ Date _____