



**BROUGHTON MANOR
PREPARATORY SCHOOL**
BELONG • CREATE • ACHIEVE

School Business and Compliance Manager

The Role

The is responsible School Business and Compliance Manager for providing professional leadership and management of school support staff in partnership with the teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

School Business and Compliance Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

School Business and Compliance Manager is responsible for the Finance and Administration, Management Information and IT, Human Resources, Facilities and Property, Catering and Health & Safety management of the school. The Director of Finance and Operations' main areas of responsibility encompass the following areas:

Strategic & Planning:

Contribute to the development of the school's strategic plan, and participate in the implementation of that plan

Preparation of financial strategies in support of the plan

- Preparation and implementation of a an effective organisation supporting the teaching areas of the School
- Attend Senior Leadership Team and appropriate sub-committee meetings
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions

Financial:

- Oversee the Finance Admin Assistant who primarily performs financial data entry into the schools accounting system
- Responsible for initial preparation of annual budget, working with central finance staff
- Support the Head and CS by advising on any financial implications relating to future strategies
- Ensure that all appropriate financial controls are robust
- Monitoring income and expenditure in relation to budget
- Oversee and assist in the preparation of pupils' invoices for the school and nursery via the school MIS



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Head: Mrs Katy Joiner-

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- Oversee and assist the nursery in EYF claims and processes
- Responsible for credit control and liaising with central finance for further recovery action
- Oversee the HR Admin Assistant who is responsible for preparing the monthly payroll file, the actual payroll is performed centrally
- Ensuring approval and payment of supplier invoices
- Liaise with the SENDCo in managing all fees due from Local Education Authorities in the support and education of all students with EHCP plans
- Preparing financial appraisals of particular projects
- Administering schemes for the payment of bursaries

Premises including Catering:

- Manage all capital building projects. Ensure that such projects are brought in on time, on budget and with the agreed quality
- Ensure that there is a rolling programme for building maintenance, and that School facilities are maintained properly and appropriate records maintained
- Ensure that the school follows all statutory and regulatory requirements as required in schools
- Manage the school site so that the school is well presented at all times to include the upkeep of playing fields, athletics facilities, gardens and grounds
- Ensure that all legal responsibilities for managing and maintaining the school buildings and land, and compliance with statutory and regulatory standards are met
- Oversight of the catering function and line management of the catering team
- Ensure the catering provision provided is healthy, nutritious and includes everybody
- Ensuring that Catering Staff maintain the catering areas so they meet the requirements for food and hygiene safety
- Advising on and taking the appropriate security measures to protect the security of staff and pupils, and school buildings
- Regulation and maintenance of the school minibuses, including driver training

Compliance, Risk Management, Health and Safety and Human Resources:

- Oversight of the school's HR processes and procedures in coordination with the Head and the recruitment of quality support staff into the school
- Manage fire procedures so that all pupils are safe from fire
- Implement key policies and strategies to ensure that the school is fully compliant (both legally and with school standards) at all times. Implementing the School Health & Safety Policy and ensuring that the school adopts best practice in all areas of



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health and safety. Monitoring of the risk assessment processes. Take professional advice as required

- Ensuring compliance with all relevant aspects of employment law, including employment protection, equal pay, Working Time Directive, discrimination and parental rights.
- Supporting the HR Administrator to Ensure that all staff have contracts of employment and that the authorised terms and conditions of service are applied
- Supporting the HR Administrator as a Lead Counter-signatory for the Disclosure & Barring Service (DBS)
- Supporting the HR Administrator with all aspects of payroll
- Overseeing the Administration, Catering, Grounds and Cleaning operations and ensuring that the 'In House' teams provide a high quality service

General Responsibilities:

- To attend staff training days and other functions, which may fall outside normal school hours
- To ensure that you are familiar with all school policies and the contents of the staff handbook
- To ensure the safety and well-being of children and young people at the school by adhering to and complying with the school's Safeguarding (including Child Protection) policy and procedures at all times
- To display correct staff identification at all times whilst on site
- To adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- To carry out any other reasonable duties as requested by the Head
- To constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

The ideal candidate will bring all or most of the following:

Experience:

- Strong, working knowledge of financial management and budgeting in a comparably sized or larger organisation



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- Use of MIS/databases
- Management experience of other staff
- Project management experience, including the ability to maintain buildings and grounds
- Development of strategy and policy in the implementation of strategic change
- Commercial experience would be highly desirable
- Proficient in the use of Office Applications in particular excel and word

Previous experience in a school is helpful, but not a requirement. However, a strong commitment to education is essential. Candidates should appreciate the particular demands of working in the sector.

Qualifications:

Must be educated to at least degree level. It is likely, though not essential, that this person will have a degree in a business or financial related subject, or experience leading to an equivalent competence. Although not essential an accounting qualification, MBA or similar business qualification would be advantageous.

Personal attributes:

- Strong communication and listening skills, both written and oral, with internal and external stakeholders
- Committed team player with a collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions
- Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team
- Develops and maintains strong and positive relationships with Chatsworth Schools, the Head, other staff and parents
- Demonstrates personal strength of character through transparency, integrity and fairness. Has a strong sense of personal accountability
- Evidence of the ability to produce accurate and succinct minutes of meetings
- Demonstrates a commitment to sound principles of management through the establishment of clear standards and expectations of performance management, and through delegation and time management
- Demonstrates the ability and willingness to act as a critical friend and/or adviser
- Demonstrates good judgement and a calm approach



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