

# Pilgrims Pre Preparatory

## Job description: Business Manager



<b>Job Description</b>	
<b>Pilgrims Pre-Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>Summary of the role:</b>	<p><b>Job Title:</b> Business Manager</p> <p><b>Location:</b> Pilgrims Pre-Preparatory School</p> <p><b>Job Purpose:</b> As a member of the SLT, the Business Manager plays a major role in supporting the Headteacher in the management of the school.</p> <p><b>Reporting Line:</b> Headteacher</p> <p><b>Dotted Line:</b> Harpur Trust Chief Financial Officer</p> <p><b>Hours:</b> 37 per week during Monday to Friday, annually</p> <ul style="list-style-type: none"> <li>• The Business Manager, under the direction of the Headteacher, oversees all commercial and financial matters in school to ensure the school's successful business performance and to ensure decisions are clearly linked to the school's strategic goals.</li> <li>• They are directly responsible for: <ul style="list-style-type: none"> <li>• the management of school resources including Facilities, IT Support and Catering.</li> <li>• working collaboratively with the Harpur Trust central services for HR and Finance functions</li> <li>• working alongside other Harpur Trust School Operational Leads and teams.</li> </ul> </li> </ul>
<b>Line management responsibility for:</b>	<p>Direct Reports include:</p> <ul style="list-style-type: none"> <li>• Finance Assistant</li> <li>• Marketing &amp; Office Manager</li> <li>• Catering Manager</li> <li>• Facilities Manager</li> <li>• IT SLA (oversee day to day work, responsible for strategy development linking with IT Director Bedford School)</li> </ul>

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<p><b>Main duties and Responsibilities:</b></p>	<p>Promote and safeguard the welfare of the children for whom you are responsible and with whom you come into contact with.</p> <p>Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and safety, security and confidentiality. Report all concerns in a timely manner and to an appropriate person.</p> <p><b>School business support</b></p> <ul style="list-style-type: none"> <li>• Supporting the Head with the ongoing development of the school's business plan, which includes Financial and Operational strands, reviewing and updating the plan in line with strategic decisions.</li> <li>• Oversee and support the Marketing function to ensure the school appropriately and successful promoted.</li> <li>• Support the management of the main office.</li> <li>• Lead a culture of continuous improvement across the school's financial and operational areas, working to improve efficiency and effectiveness.</li> <li>• Monitor external developments in areas of responsibility and consider how these may impact the school's business processes and operations.</li> <li>• Plan for, lead and implement new projects and initiatives to support the Business Plan and as requested by the Headteacher.</li> <li>• Attend and actively contribute towards all SLT and School Governing Body, and Trust Wide meetings as appropriate.</li> <li>• In conjunction with the Trust Chief Financial Officer, formulate plans and implement changes to develop the business and meet parameters set by the Trust.</li> <li>• Attend and actively contribute to the cross-trust Operations group to ensure the school's strategic business position is fully represented and any challenges are fed back to the Headteacher.</li> </ul> <p><b>Financial Management</b></p> <p>In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents and effective use of school funds working closely with the Trust Chief Financial Officer.</p> <ul style="list-style-type: none"> <li>• Oversee and support the work of the Finance Assistant, monitor all internal budgets ensuring proper processes of decision-making and good financial management are met.</li> <li>• Demonstrating sound understanding of financial systems and processes and ensure adherence to Harpur Trust financial regulations and policies.</li> <li>• Preparation of the financial forecasts and budget, for their submission and approval at all relevant Committees including Finance sub-committee and School Governing Body.</li> <li>• Presenting Pilgrims financial information at the Trust Finance</li> </ul>
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	<p>Committee meetings as needed.</p> <ul style="list-style-type: none"> <li>• Working with the Harpur Trust Fees team to manage debtors and the process for recovery of outstanding debts and liaising with parents, where necessary.</li> <li>• Oversee the financial management of capital and maintenance projects that have been approved by the Governors working with the Facilities Manager.</li> <li>• Review payroll to ensure accuracy, complete and compliant before approving. Benchmark internal and external roles to ensure our staff are correctly rewarded in conjunction with NLW rises and differentials.</li> </ul> <p><b>Commercial development</b></p> <ul style="list-style-type: none"> <li>• Examine all areas of the school and make proposals to the Head on ways to both increase revenue for the school and control expenditure.</li> <li>• Design, develop and manage projects to ensure successful implementation, including financial outcomes are achieved.</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>• In consultation with the Head and Harpur Trust HR review structures and systems to ensure effective deployment of staff.</li> <li>• Liaise with the Head with regards to HR services SLA.</li> </ul> <p><b>Administration and Other</b></p> <ul style="list-style-type: none"> <li>• Act as the school's lead on data protection, working closely with the Harpur Trust Data Protection Officer.</li> <li>• Oversee the management of how records are maintained and stored in accordance with data protection law, and that information is always stored securely and confidentially.</li> <li>• Work with the Headteacher and Governors to manage the school's risk register to identify threats to the school which could damage the school's reputation, business objectives, employees and interests of stakeholders.</li> <li>• Support the Harpur Trust Clerk to the Governors to ensure the effectiveness of the School Governing Body.</li> </ul> <p><b>Wider school duties</b></p> <ul style="list-style-type: none"> <li>• Attend open days and support the school at open day events across the other Trust schools where required.</li> </ul>

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### **Training and Development of Self and Others**

- Develop and maintain a culture of high expectations.
- Keep abreast of current practices and regulations. Attend courses and disseminate information/ideas etc.
- Participate in relevant continuous professional development to enhance own knowledge and skills. Lead training sessions are appropriate relating to own areas of responsibility.
- Attend and lead INSET training / presentation .
- Ensure training is provided for your teams with the necessary support and an appropriate mentor.
- Carry out performance management cycles of your teams.
- Undergo regular performance management cycles to identify areas of development and training needs for yourself.

You may also be required to undertake such other duties that fall within the level of responsibility and capability as the Headteacher requires from time to time.

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<b>Person Specification</b> <b>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>			
	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	Educated to A level standard or equivalent	Financial/Accountancy Qualification  Relevant Degree	<i>Application form</i>  <i>Certificate</i>
<b>Skills</b>	Ability to work with detailed financial information and manage budgets  Effective leadership skills  Excellent written and verbal communication skills  Able to plan, co-ordinate activities, establish priorities and meet deadlines  Attention to detail and evidence of following through multiple projects over long periods.  Ability to contribute to the development of strategy and able to think beyond the current timeframes or business plan to influence the long-term strategic direction of the school.		<i>Application form</i>  <i>Interview</i>  <i>Reference</i>  <i>Skills Test</i>
<b>Knowledge</b>	Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries.  A good understanding of methods of purchasing.  Awareness of Marketing practices and the impact on business.	Understanding of the challenges within the Independent Education Sector  Working knowledge of the law relating to parental contracts, employment legislation and health and safety	<i>Application form</i>  <i>Interview</i>  <i>Skills Test</i>

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<b>Experience</b>	In a commercial environment Project management	Experience of financial management of educational establishments	
<b>Personal competencies and qualities</b>	<p>Excellent interpersonal and people management skills</p> <p>Sound business acumen</p> <p>Negotiation skills</p> <p>Personal resilience and the ability to work under pressure with multiple deadlines.</p> <p>Results focused</p> <p>A genuine interest in education</p> <p>Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions</p>		<p><i>Assessment Test</i></p> <p><i>Reference</i></p> <p><i>Interview</i></p>