



Hulme Hall Grammar School

Business Manager Job Description

Introduction

Hulme Hall Grammar School is an independent day School for boys and girls. It comprises a Pre-School, Junior Learning Centre (JLC) and a Senior School (11-16). The School is a member of the Independent Schools' Association (ISA). The School is situated on an excellent campus near Davenport in Stockport.

Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children. The Business Manager is expected to be committed to his / her responsibilities for safeguarding children.

The Business Manager is appointed by the Board of Governors. He / She is responsible for the non-academic operation of the School and is answerable to the Board of Governors for the conduct of the School's financial affairs.

He / She acts as Clerk to the Governors and will attend Finance Committee meetings and Board of Governors meetings. The Business Manager will be a member of the School's Senior Leadership Team (SLT) and will attend all SLT meetings, open events and other School functions.

The Business Manager will directly line manage a small Finance Office Team, as well as the Site Maintenance Officers.

The Business Manager's main areas of responsibility are detailed below and then further broken down into individual duties. These lists are indicative and not exhaustive.

Areas of Responsibility

- Strategic Management
- Financial Management
- Premises Management
- Health and Safety
- Clerk to the Board of Governors

Strategic Management

The Business Manager is answerable to the Board of Governors and is part of the School's Senior Leadership Team. He / She will contribute to the strategic planning, development and evaluation process within the School and provide all such financial and other information, trends and analysis relevant to that process.

Financial Management

Working with the Finance Office Team and reporting to the Finance Committee of the Board of Governors, the Business Manager will be responsible for:

Account Preparation, including:

Preparing monthly, quarterly, annual budgets

Preparing monthly, quarterly, annual cash flow budgets

Preparing budgeted Income and Expenditure Statements and Balance Sheets

In advance of audit, arrange preparation of statutory accounts

Filing accounts with Companies House

Payroll, including:

Preparing monthly spreadsheet for payroll administrator

Dealing with tax and pension enquiries

Banking, including:

Reconciliation of bank every morning from bank statements to Sage

Entering cash and direct payments to cash register

Taking / depositing money to bank

Weekly reconciliation bank to Sage

Managing Petty cash

Liaising with the School's bank

Invoicing, including:

Keeping accurate records of fees, bursaries and ad hoc payment arrangements

Monthly, termly, annual invoicing as appropriate

Early Years Portal - Ensuring all audit requirements are fulfilled and records up to date

Ensuring all fees are charged correctly and in a timely manner (including tuition, meals, enrichment, PTA, Fee recovery)

Credit control, including:

Monitoring and management of debtors, by age and value

Monitoring and applying a debt recovery policy

Cash flow Management

Bursary Management, including:

Managing the bursary application process, including obtaining the relevant information

Analysing / examining bursary applications (Statements of Financial Means)

Making bursary offer decisions, in conjunction with the Headmaster / Board of Governors

Maintaining records of bursaries awarded

Reviewing of bursaries on an annual basis (to identify any changes in circumstances)

Pensions, including:

Maintaining Teacher Pension records

Maintaining People Pension records

Liaison with both bodies as required

Ensuring correct information is uploaded to Pension provider

Arranging payment to relevant Pension Provider

Being fully cognisant of changes to relevant pension schemes, especially the Teachers' Pension Scheme

Other financial management duties, including:

Acting as Clerk to the Governors

Preparing Financial Information for the Board of Governors

Representing the Board at meetings with Solicitors, Bank, Insurers

Dealing with the School's rating assessments and Council Tax and advising regarding any future tax legislation changes, including the implication for changes in charitable status legislation

Liaising with the School auditors

Liaising with the Local authority regarding funded places for 2, 3 and 4 year olds

Attending ISBA meetings and any other relevant professional forums / meetings

Premises Management

Managing and working with the Site Maintenance Officers, the Business Manager has a primary responsibility to present the premises in the best state at all times. He / She will attend the fortnightly Facilities Team Meeting. The Business Manager will be responsible for:

Relationships with suppliers and contractors, including:

Management of suppliers and contractors, including overseeing a competitive tendering process to ensure the best value is achieved for the School

Planning works in conjunction with suppliers / contractors, especially during School holidays

Considering alternative suppliers where necessary

Negotiating favourable payment terms

Maintaining a firm grasp on supplier pricing

Insurance, including:

Ensuring the School and those who operate within it are adequately covered for business and legal purposes

Overseeing all requirements of insurers across various sites

Renewal of insurance negotiations and completion

Ensuring all insurers' requirements are fulfilled

Displaying certificates as required

Reporting of any accidents and overseeing any insurance claims processes

Maintenance, including:

Strategic overview of the maintenance and refurbishment of School buildings, security, fire prevention and boilers etc

Management of maintenance team

Overseeing the upkeep of grounds and buildings, including the repair and maintenance of all furniture, fixtures and fittings

Planning and scheduling of repairs and contract work (in School holidays), including monitoring the quality of work undertaken.

Arranging for the use of outside contractors where necessary (see above in Suppliers section).

Catering, including:

Liaising with CH & Co (contracted catering company) to ensure appropriate level of provision and service

Signing off budgets

Ensuring, in conjunction with CH & Co that all aspects of catering provision are compliant

Health and Safety

The Business Manager is responsible for maintaining a healthy and safe working environment for all pupils and staff. This includes:

General Health and Safety processes, including:

Ensuring all staff are adhering to Health and Safety standards

Ensuring adequate records relating to Health and Safety are kept and maintained

Ensuring all staff are appropriately and regularly trained, regarding Health and Safety matters

Fire, including:

Acting as the Fire Safety Officer for the site

Ensuring all fire doors are operational and checked regularly

Ensuring all fire alarms are operational and tested regularly

Ensuring all firefighting equipment is up to date, tested and signed correctly

Ensuring a regular evacuation drill is undertaken

Ensuring all gas appliances are tested and correctly certified

Ensuring electrical appliances are regularly PAT Tested

Ensuring staff are trained in evacuation and fire fighting

Security of the site, including:

Ensuring all doors are locked where appropriate and codes regularly changed

Ensuring CCTV is operational

Liaising with local police where necessary

Other Management Duties

As stated earlier, the Business Manager will be expected to attend Board meetings and act as Clerk to the Governors.

Other duties include the following:

Overseeing the Office Staff

Attending to Human Resource issues, including contracts and disciplinary issues / proceedings

Maintaining accurate and timely records for Companies House

Ensuring all required financial data is submitted to the Charities Commission in a timely manner

Ensuring the smooth transition of the former Hulme Hall site to the new owners

Working with the Governing Body to complete the purchase of the current School site as and when required

The Business Manager will act, at all times, to safeguard the assets of the School and the Hulme Hall Educational Trust



Hulme Hall Grammar School

Business Manager – Person Specification

The successful candidate is likely to have a degree and / or relevant business qualification and a background in financial management, which may have been developed in the world of finance, business and / or education.

He / She will have managed teams of people and resources and be able to demonstrate vision and leadership in previous roles. He / She will be a team player and able to maintain tight administrative procedures and processes within a busy School environment.

The Business Manager will be confident, articulate and well-presented with an ability to maintain confidentiality. He / She will be comfortable and consistent when dealing with parents, staff and Governors and able to present information effectively in both written and oral forms. He / She will be confident using a variety of computer applications.

Applications are welcome from a diverse range of backgrounds. Factors such as skin colour, gender, race, nationality, ethnic origin, religious faith or any other protected characteristic will NOT be taken into account in the selection procedure.

Conditions of Service

A competitive salary and benefits package will be discussed at interview.

Application Procedure

Please return the fully completed application form (which can be obtained from the Bursar's Secretary or downloaded from the School website), including details of two confidential referees, to the Chairman of Governors, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA, or email to the Bursar's Secretary: p.walker@hulmehallschool.org

Closing Date for Applications

Thursday 28th March

Interview

Shortlisted applicants will be invited for interview. These are scheduled to take place during the week beginning Monday 1st April.