



Gosden House School

BUSINESS MANAGER

Job Description

REPORTS TO:	Head Teacher
DATE:	April 2022
JOB PURPOSE:	To be responsible for the planning, development, and implementation of financial and administrative services; member of the senior leadership team.
KEY ACCOUNTABILITIES:	<ol style="list-style-type: none">1. Lead on the business and financial management of school resources, including capital and revenue spend.2. Prepare and manage the annual School Budget including financial planning and providing advice to the senior leadership team, governing body and external agencies.3. Prepare monthly and annual financial reports as required by the Local Authority and Governors.4. Strategically and operationally manage the school's administrative function including line management of the administration and premises teams.5. Oversee the Single Central Record and ensure compliance with Safer Recruitment and the school safeguarding policy.6. Manage the administration of human resources, including the recruitment of staff and monthly payroll submissions.7. Develop and maintain policies relevant to school support functions.8. As part of the Senior Leadership Team, contribute to the school development plan.9. Negotiate, manage and monitor licences, insurances, services and contracts on behalf of the school.10. Develop income-generating activities.11. Manage school facilities, including premises, lettings and liaising with external contractors.12. Act as the health and safety co-ordinator for the school.13. Manage IT, in liaison with the school's external technical support provider.14. Manage data, in liaison with the school's external DPO service.15. Manage the school catering operation in liaison with the external catering company.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment