



Hulme Hall Grammar School

Business Manager (Bursar) Job Description

Introduction

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.

Hulme Hall Grammar School is an independent school for boys and girls, based in Stockport. It was established in 1928 and has approximately 230 pupils on roll, from Pre-School to aged 16. The School prides itself on providing a caring, supportive environment where every pupil is treated as an individual. Small class sizes, in combination with excellent teaching, lead to consistently good examination results.

The Business Manager will be a member of the School's Senior Leadership Team (SLT). They will be responsible for the non-academic operation of the School and answerable to the Board of Governors for the conduct of the School's financial affairs.

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

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.

Strategic and 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 an effective organisation supporting the teaching areas of the School
- Attend Senior Leadership Team and appropriate sub-committee meetings.
- In the absence of the Headmaster, take delegated responsibility for financial and other decisions.

Financial Management

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

- Preparing annual estimates of income and expenditure, monthly management accounts, cash flow forecasts and other reports as required by the Headmaster, Board of Governors and Finance Committee.
- Preparing monthly spreadsheet for external payroll bureau and processing monthly pension returns.
- Preparation of the annual School budget including: the academic departments, catering, maintenance, grounds, cleaning, and administration.
- Preparation of the School accounts to audit standards.
- Advising the Headmaster and Governors on financial matters.

- Administration of the bursary system for parents and prospective parents requiring financial assistance.
- Administration of fee collection and billing accounts.
- Managing and advising on fee remissions including bursaries and staff discounts.
- Preparation of reports, management accounts and forecasts for the full Board of Governors and other sub-committees of the Board of Governors or other reports as requested to support the School's strategic planning process.
- Contributing to the preparation of the School Development and Strategic Plans, in consultation with the Headmaster and Governors, and producing annual reports against the business plan, as requested.
- Arrangements and management of all the School's insurance policies.
- Training, professional development and support for members of the support staff.
- Monitoring and support of those with delegated budgets.
- Management of the School's relationship with key external stakeholders and advisers, including bankers, auditors and solicitors.
- Achieving best terms for the School's purchasing function for all goods and services, including review of existing contracts and licences.
- Completing all relevant returns to regulatory bodies such as HMRC, Charities Commission, ISC, Companies House and Local Authorities.
- Managing the letting of the school premises and facilities to outside organisations, the drafting of letting agreements and the collection of fees.

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. They will attend the fortnightly Facilities Team Meeting. The Business Manager will be responsible for:

- The work of the Site Team in the management, maintenance, and development of the School's buildings and estate to ensure they provide a safe, clean, and secure physical environment appropriate to the needs of the School (including the overseeing of the cleaning management of contract and school-employed cleaners).
- Promoting the commercial potential of the School site for external events, to increase alternative income streams ensuring appropriate hire contracts are entered into and licences obtained.
- The preparation, development and implementation of the rolling planned maintenance programme covering the maintenance and refurbishment of School buildings, security, fire prevention and boilers.
- The management of capital projects in respect of planning, liaising with professional advisors, negotiating contracts and monitoring progress.
- The management of the response maintenance schedules in partnership with the Site Team, to ensure efficient operation of all the facilities.
- The purchasing, repair and maintenance of all furniture and fittings.
- Liaising with the contracted catering company to ensure appropriate level of provision and service, ensuring that all aspects of catering provision are compliant.

Health and Safety Management

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

- Being the appointed School Health and Safety Officer and Fire Officer and to promote health and safety in School as set out in the Health and Safety Policy.

- Being responsible for the production of the Health and Safety policy, ensuring that it is compliant with the requirements of the Health and Safety at Work Act and other legislation and ensuring that this is put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensuring a safe environment for the stakeholders of the School.
- Ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors, and where appropriate, the Health and Safety Executive.
- Developing and managing critical incident and business continuity procedures.

ICT Infrastructure Management

Working closely with the IT Manager, the Business Manager will:

- Ensure the provision, maintenance and development of the ICT infrastructure of the school and that it meets the evolving needs of the School.
- Ensure that adequate levels of IT and cyber security are always maintained.

Clerk to the Board of Governors and Company Secretary

The Business Manager will act as the Clerk to the Board of Governors and Company Secretary. This includes:

- Act as Clerk to the Governors, and to any sub-committees that may be established, preparing, and circulating agendas, papers, and minutes of all meetings in a timely manner.
- As Company Secretary, keeping the statutory books of the Company, lodging the required documents with the Registrar of Companies and with the Charity Commission, and ensuring all legal compliance.
- Monitoring developments in legislation affecting the conduct of charities and private companies and their liability to tax and draw to the attention of the Governors any that may affect the School.

Other Management Duties

- The Business Manager acts as the school's Data Compliance Officer ensuring that the school's policies and procedures are fully compliant with current data legislation and taking responsibility for processing all data queries and/or subject access requests.
- Take an executive role in maintaining the school's HR policies and processes, overseeing the production of contracts, keeping abreast of employment legislation, and ensuring compliance in all areas.
- Be involved in the recruitment and induction of staff.
- Ensure the effectiveness of the school's administrative policies and procedures.

Conditions of service

A competitive salary and benefits package will be discussed at interview. In return we can offer:

- A school committed to safeguarding.
- A welcoming, friendly and inclusive school.
- A committed staff team.
- Well-motivated pupils who have a positive attitude to learning.
- Opportunities for personal career development.

Application process

If, having read the information, you would like to apply for this post, please complete the application form, together with a covering letter. When writing your letter, you should include:

- Your career pattern to date.
- Your reasons for applying for the post at Hulme Hall Grammar School.
- The experience and skills which you feel would equip you for this role.

Please submit your completed application and covering letter to the Headmaster's Secretary, Mrs Cooke (d.cooke@hulmehallschool.org), no later than noon on Friday 17th May 2024.

Shortlisting will take place the week beginning Monday 20th May 2024 and interviews will be scheduled for the week beginning Monday 27th May 2024.

All applicants are actively encouraged to make an arrangement to visit the school and to meet the Headmaster in advance of your application. Visits to the school can be made in the following ways:

Phone: 0161 485 3524 - speak to Mrs Cooke, Headmaster's Secretary.

Email: secretary@hulmehallschool.org

Please be aware that all shortlisted candidates will be subject to an online check.

Hulme Hall Grammar School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.