

JOB DESCRIPTION

Date

January 2018

Job Title:	Business Manager
Reporting To:	Headteacher and Cognita UK Finance Director (dotted line)
School:	Long Close School
Scope:	UK
Working hours:	Full Time

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 68 schools that serve some 35,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

Operating as a key member of the Senior Leadership Team this role is primarily responsible for supporting the Head to deliver and improve the financial and commercial aspects of the school's business agenda.

This role is responsible for the leadership and management of non-teaching staff; ensuring compliant and up-to-date contracts are in place with parents and other third parties; administration of all staff; and the development, maintenance and successful delivery of facilities incorporating overall Health & Safety management.

This role reports directly to the Head with a dotted line into the Cognita UK Finance Director and would be expected to support centrally-led initiatives sponsored and prioritised by the UK Executive team within the standard contracted hours.

Key Responsibilities

Provide commercial input to all aspects of the school operations both current and future. Work with the Head and Cognita Executive team to develop the School strategy and build tactical working plans to implement change, providing support and advice as part of the Senior Leadership Team.

Leadership & Strategy

- Contribute to the development of the school's values and vision and communicate this clearly and enthusiastically to all staff and other stakeholders.
- Motivate, encourage and empower individuals to work innovatively and creatively to achieve and exceed targets.
- Ensure that all staff are briefed on allocated work, showing how it fits within the school's vision and objectives.
- Monitor the progress and quality of direct and indirect reports and provide prompt and constructive feedback. Set C-SMART objectives and undertake performance management for all direct reports.

Business Development

- Business Development including strategic planning, new business generation, growth activities and management of organisational development.
- Business performance management including enrolment development and continual improvement in the efficiency and effectiveness of school processes and system.
- Production of business cases to support capital investment linked to school growth.

Financial & Commercial Management

- Responsible for the line management of the finance team.
- Ensure all receivables are recovered for all pupils in line with UK guidelines.
- Liaison with colleagues to agree appropriate reporting of pupil numbers for the school and identify opportunities for the admissions team to develop the pupil recruitment opportunities.
- Manage month end timetable to ensure delivery of group reporting requirement.
- Investment appraisal and project management and management of any capital investment and repair works within the school in conjunction with the group facilities management.
- Ensure parent contracts are in place for all parents and any / all discounts are managed in accordance with policy and optimising the schools commercial outcomes.

Human Resource Management

- Managing the probation and absence management process with the HR Business Partner.
- Human resources reporting.
- Responsible for staff briefings and the delivery of Health and Safety Training to school colleagues as necessary.

Facilities and Estate Management

- Overall responsibility for Facilities, Estate and Services including Property and Asset Management, Maintenance, IT and Services Management (catering, cleaning and transport).

- Accountable for the line management of the Site team and Office admin
- Ensure an effective rolling maintenance programme is in place.
- Ensure core services provision in the areas of catering, cleaning, security and transport are delivered to the highest possible standard affordable.
- With the agreement of the Head, manage the letting of the school premises to outside organisations and school staff and the development of extended school activities with particular reference to the local community.
- Ownership of all governance related requirements including health and safety responsibilities and buildings management, risk assessments (with the support of Cognita group facilities).
- Responsible for facilitating out of hours school service programmes, including overseeing the effectiveness of the provision and monitoring on-going requirements.

General

- There may be a requirement to work beyond contracted hours to ensure successful delivery of the role.

Person Specification

Education and Skills

- Experience of operating at a strategic level is essential.
- Strong leadership skills including the ability to influence and negotiate.
- The ability to provide both support and challenge to the Headteachers and the Senior Leadership Team.
- Significant gravitas and the ability to gain the respect of colleagues.
- Strong team management skills and experience including the ability to work cross functionally, particularly with Marketing & Admissions and the school teaching staff.
- A Health & Safety Qualification with previous experience of working within requirements of H&S policies and procedures is desirable.
- General management experience including strong financial and accounting skills, with experience of budget preparation and management. The preparation of basic accounts would be beneficial.
- An effective communicator with excellent interpersonal skills who can motivate staff and engage with the school community and the wider public to create a credible reputation for the school.
- IT literate with experience of using financial systems and MS Office products (word, excel, etc) and preferably a school's admission and pupil management solution.
- Experience of property management, human resources, change management, cleaning, catering and transport is desirable.
- Good time management skills and the ability to multi-task and work to tight deadlines is essential.

Principal working relationships

Internal

Head of School(s)

School SLT

UK Finance Team

External

External

Third party contractors