



## The Shevington Federation Business Manager

### Millbrook and Shevington Vale Primary Schools

Post	
<b>Federation Business Manager - FBM</b>	
Status	Band
<b>Permanent</b>	<b>G8</b>
Line Manager	Line Management Responsibility
Executive Headteacher	Office admin staff across The Federation
Purpose of the role (job statement)	
<p>As FBM, you will work both strategically and operationally to ensure the efficient running of The Shevington Federation by:</p> <ul style="list-style-type: none"> <li>Assisting and supporting The Executive Headteacher in the general organisation, management and administration of the Federation.</li> <li>Taking responsibility for the management and administration of The Shevington Federation's finances.</li> <li>Playing a pivotal, role in developing The Shevington Federation, by developing business like work practices.</li> <li>Managing The Shevington Federation premises, estate developments, maintenance and health and safety issues with support.</li> <li>Actively model and promote the vision, mission statement, values and ethos of The Shevington Federation.</li> <li>To be a member of the Senior Leadership Team.</li> </ul>	
Main Tasks and Duties	
<p><b>Strategic Role</b></p> <ol style="list-style-type: none"> <li>Ensure The Shevington Federation makes best possible use of resources through effective, strategic planning, including consideration of all financial implications.</li> <li>Be responsible for the successful management of the disciplines of finance, human resources management, ICT, estate management, whole Federation, administration and marketing.</li> <li>Ensure effective risk management, for example in health and safety, the management of any third-party service contracts and Business Continuity Plans.</li> <li>Negotiate/advise , manage and monitor contracts, tenders and agreements ensuring best value at all times.</li> <li>Contribute to the strategic development of The Shevington Federation (e.g. School Improvement Planning).</li> <li>Ensure that audit requirements are successfully met in a timely and proficient manner.</li> <li>Ensure GDPR compliance in all aspects of finance and administration.</li> </ol> <p><b>Financial Role – outcomes based</b></p> <ol style="list-style-type: none"> <li>To advise the Executive Headteacher and Governing Body on financial policy and procedures, contributing to the development of a business plan (long term financial strategy) for the future development of The Shevington Federation.</li> <li>Responsibility for the successful management of all aspect of finance</li> <li>Responsibility, for the approval by The Executive Headteacher and Governors, the annual estimates of income and expenditure. This would include: <ul style="list-style-type: none"> <li>budget planning</li> <li>monitoring accounts against set budgets.</li> <li>ensure compliance with the Financial Management Standard in Schools (FSVF).</li> <li>reviewing financial management information, e.g. Benchmarking, to identify areas of spending,</li> </ul> </li> </ol>	



Our Mission- to produce excellent schools offering exceptional opportunities

- assess trends and directly advise the SLT and governors.
- Prepare all financial returns for the LA, DfE and other central and local government agencies within statutory deadlines
- Attend Governors ,meetings as required to support strategic function of |Governors.
- 4. Develop, monitor and ensure accounting procedures are followed and resolve any problems, including:
  - Ordering, processing and payment for all goods and services.
  - Operation of all bank accounts (ensure monthly full reconciliation, including a check on receipts).
  - Maintaining an asset register.
  - Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- 5. Supervise and oversee The Shevington Federation unofficial fund accounts .
- 6. Maximise income generation within the ethos of The Shevington Federation and ensure best value principals are adopted e.g. in extended school activities.
- 7. Act as a point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- 8. Negotiate, manage and monitor contracts, tenders, SLAs and agreements for the provision of services.
- 9. Seek professional advice on insurance and advise the governors and Executive Headteacher on the appropriate insurances for The Shevington Federation. Implement the approved insurances and handle any claims that arise.
- 10. Develop the lettings and charging policy for The Shevington Federation with administrative staff.
- 11. Seek out and apply for grants and donations to support the school budgets.

#### Human Resources

1. Act as The Shevington Federation's health and safety coordinator and fire officer - Formulating, monitoring and implementing The Shevington Federation's Health and Safety Policies to comply with the requirements of Health and Safety at Work Act and other legislation.
2. To ensure that The Shevington Federation's Performance Management/Appraisal Policy is adhered to as a line manager for non-teaching staff.
3. To support The Executive Headteacher in the administration of the Safeguarding and Child Protection Policy across The Shevington Federation, to secure the safety and welfare of all students.
4. To be responsible for The SOFAs and support Governors with the SFVS on an annual basis.

#### Estate Management / Health and Safety

1. Be responsible for the co-ordination of the management and maintenance of The Shevington Federation site and buildings and the efficient operation of all facilities on the property with support of administrative staff.
2. Oversee and monitor all school rolling programmes for purchase, maintenance and refurbishment of furniture, fittings and equipment.
3. Ensure compliance with Wigan Local Authority advice regarding Health and Safety Policy and Procedures and how it relates to students, staff, visitors, contractors, and other users of The Shevington Federation premises and facilities.
4. Work closely with Wigan Local Authority designated H and S officers to ensure that The Shevington Federation has a visible and robust fire safety policy.
5. Manage the letting of The Shevington Federation premises to outside organisations and develop extended services activities, with particular reference to the local community.
6. In conjunction with The Executive Headteacher and draw up outline specifications for new projects, obtaining tenders, planning permission, and liaising with building contractors and architects.
7. Have a knowledge of risk assessment tools and how to use them to establish hazards within The Shevington Federation and the associated risks involved.
8. Implement risk management and loss prevention strategies in The Shevington Federation to reduce

insurance costs.

9. Coordinate The Shevington Federation's Equipment Management (Asset Register) and inventories.

#### **Administration**

1. Act as correspondent for the DfE and be responsible for the records and returns required.
2. Supervise and oversee, Admissions liaising with Wigan LA, including the admissions and appeals policy, with support from admin staff..
3. Liaise and maintain good relationships with parents, relatives, carers and to offer help and support as required.
4. Oversee the management of the Single Central Records with support from office administration.
5. Maintain statutory compliance of The Shevington Federation website.

#### **Marketing**

1. Responsible for developing and delivering a marketing strategy for The Shevington Federation and publicising its activities and successes.
2. Promote The Shevington Federation to different audiences (including virtual) and raise the profile within the local community,
3. Ensure effective liaison and networking with other schools - to be an outward facing federation.

#### **Additional Duties:**

1. To take responsibility for self - development and undertake training as required.
2. To keep up to date with changes in legislation.
3. To undertake such duties and work hours as agreed with the Executive Headteacher and carry out additional duties as may be required from time to time as detailed by the Executive Headteacher and Deputy Executive Headteacher which are commensurate with the pay grade and working conditions.

Executive Headteacher:

Business Manager:

Date: