



**Name:**

**Position: Business Manager**

**Department: Administration**

**Purpose of position:** The Business Manager plays a key role in supporting the Principal and the Board of Trustees by taking leadership of the business aspects of the College to allow the Principal to focus on educational leadership.

**Reports to:** Responsible to the Principal.

**Functional relationships with:** Principal, teachers, other support staff, students, Board of Trustees, suppliers of services to the college

*This document is designed to be used in the appraisal process. Areas of responsibilities are further defined by related tasks.*

Areas of Responsibilities:	Key Tasks	met	not met
1. Support the School's Catholic Character	<ul style="list-style-type: none"> <li>Uphold the special character of the College in all situations.</li> </ul>		
2. Management of School finances	<ul style="list-style-type: none"> <li>Manage the school's finances, monitor financial performance and report monthly to the Principal</li> <li>Prepare, in conjunction with the Principal, the annual operational and capital budgets for approval by the Board of Trustees</li> <li>Ensure sound systems for day-to-day financial management and internal control are in place, documented and guide practice</li> <li>Oversee trading activities</li> <li>Manage daily cashflow, investments and investment income</li> <li>Support the preparation of Annual Accounts by financial services provider</li> <li>Meet audit requirements</li> <li>Alert the school to opportunities for, and where appropriate prepare grant/funding applications to the MoE and other funding sources</li> <li>Manage school contracts and leases</li> </ul>		
3. Property and Asset Management	<ul style="list-style-type: none"> <li>Assist the proprietor with the development of, and monitor, the 10Year property plan</li> <li>Act as the lead on-site person for property projects undertaken by the proprietor</li> <li>Administration of annual and cyclical maintenance programmes.</li> <li>Facilities management, including management of property services providers</li> <li>Ensure the capital budget provides for the replacement of assets, that assets are maintained within available resources, and that the asset register is up to date.</li> </ul>		

4. Employment	<ul style="list-style-type: none"> <li>• Prepare employment contracts for all new teaching and non-teaching staff, ensuring all employment terms, conditions and practices are in line with legislation and relevant collective agreements.</li> <li>• Advertise all vacancies</li> <li>• Recruit, support and manage non-teaching staff.</li> <li>• Ensure all non-teaching staff have current job descriptions and, where appropriate, letters of agreement and maintain employment records in line with good practice and Board policy.</li> <li>• Manage and administer the payroll, ensuring all new employment contracts and any changes to contracts are maintained in the payroll system</li> <li>• Complete end of year and start of year payroll processes</li> <li>• Monitor banked staffing to ensure the school is getting best value from it staffing entitlement.</li> </ul>		
5. Governance support	<ul style="list-style-type: none"> <li>• Act as Board Secretary and Minute Secretary to the Board of Trustees</li> </ul>		
6. IT	<ul style="list-style-type: none"> <li>• Manage the IT services external provider ensuring the school's IT systems and devices operate efficiently and effectively</li> </ul>		
7. Office team leadership	<ul style="list-style-type: none"> <li>• Create a positive, responsive office culture through effective communication and teamwork.</li> <li>• Manage the day-to-day operations of the office.</li> <li>• Provide oversight of school systems to ensure they meet the needs of the College.</li> </ul>		
8. Health and safety	<ul style="list-style-type: none"> <li>• Ensure the College is aware of current health and safety expectations.</li> <li>• Ensure systems are in place to give confidence that the College is doing as much as is practically possible to provide a safe and healthy environment and reduce and minimize hazards.</li> <li>• Oversee civil defence and emergency requirements and procedures</li> </ul>		
9. Other	<ul style="list-style-type: none"> <li>• As a member of the Senior Leadership Team support the development and promotion of the school as a preferred place of learning</li> </ul>		

**Hours**

The position is 37.5 hours per week, 45 weeks per annum.

**Holiday leave**

This is usually during school holidays but other times may be arranged during school time as agreed with the Principal

**Signed:** ..... **Date:** .....