

**CHESHIRE WEST AND CHESTER BOROUGH COUNCIL  
JOB DESCRIPTION QUESTIONNAIRE**

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| <b>JOB TITLE</b> | <b>Business Manager (Strategic) (Secondary School)</b> | <b>JOB REF NO</b> | <b>AAAE5168</b> |
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**BASIC JOB PURPOSE**

Provision of business leadership and management and high level strategic and administrative support, to ensure best value and the successful and effective operation of the school.

**MAIN RESPONSIBILITIES**

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| <b>1</b>  | To be a member of the school's Leadership Group ensuring that decision making is part of a shared process in as much as members of the Leadership Group have a collective responsibility for the leadership and management of the school.                                    |
| <b>2</b>  | Manage the financial operations of the school; ensuring that financial data is available to the Head Teacher and Governors, including preparation of a detailed budget in accordance with LMS Regulations, preparing statements and financial records for annual audit, etc. |
| <b>3</b>  | Manage the production of statistical data relating to the school; in order to submit reports and returns to County, OfStEd, DfES, etc as required.   |
| <b>4</b>  | Manage the work of Administrative and Support staff, directly and through intermediate staff; in order to ensure that efficient administrative and support systems are in place for the effective operation of the school.   |
| <b>5</b>  | Assume overall management responsibility, directly and through intermediate staff, for the management of school premises; including maintenance, cleaning, refurbishment, health and safety, and security, etc.  |
| <b>6</b>  | To attend all relevant Governor's committee meetings advising Governors and liaising with the Clerk to the Governors as appropriate.   |
| <b>7</b>  | To review all policies and procedures in areas of school activity other than teaching, to make recommendations for change, implement agreed changes and keep future effectiveness under active review.   |
| <b>8</b>  | To manage personnel related operations, including staff management, within the school to ensure correct and consistent implementation of school, local authority and national policies and procedures.   |
| <b>9</b>  | Negotiation, management and monitoring of contracts, tenders and agreements for the provision of support services for the school.  |
| <b>10</b> | To ensure that strategies are in place to minimise the environmental and ecological impact of the school and its operations.   |

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.