



## CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

### JOB DESCRIPTION

### BUSINESS MANAGER

Post:	Business Manager
School:	Cayman Prep and High
Salary:	CI\$68,000 - \$90,000 (US\$83,000 - \$109,756)
Responsible to:	Director
Accountable to:	Director and Board of Governors
Responsible for:	Accounting and Finance; Facility Maintenance and Development; Administration; Compliance and Commercial activities; Health and Safety Management of the School.

#### Core Purpose of the role

Under the direct supervision and guidance of the Director and the Board of Governors and in keeping with the Christian principles and ethos of the United Church of Jamaica and the Cayman Islands, the Business Manager is responsible for the effective leadership and management of and has responsibility for the non-academic operations of the School.

This extends to responsibility for

- Accounting and Finance
- Facility Maintenance and Development
- IT Infrastructure and support
- Administration (including admissions and marketing)
- Compliance and Commercial activities
- Health and Safety management of the school.

As a member of the Senior Leadership team the Business Manager will play a significant role in developing and delivering the school's strategic vision for the future.

The Business Manager will be required to be a resilient and pragmatic leader with strong communication skills and with successful experience at managing multiple priorities. The Business Manager will be required to motivate their teams, develop and maintain strong working relationships across the School and with other stakeholders in order to obtain and present information, provide advice and carry out duties in relation to all school business matters. A proven track record of successful delivery at both the strategic and operational level are a must.

## Key Responsibility Areas

The Business Manager should be an inspirational and highly effective leader committed to the highest standards in every area of the work of and life within and outside the School, driven by integrity and a passion for excellence. The Business Manager is a part of the Senior Leadership Team which comprises the Director, the Primary Principal, the High School Principal and the Business Manager.

Key areas of responsibility include but are not limited to the following:

### a) General Responsibilities

#### The Business Manager will:

- Have overall responsibility for the management of all financial matters, including strategic planning, reporting, budgeting, systems and controls;
- Have overall responsibility for other core business services including ICT, premises and administration in order to facilitate creating an outstanding educational environment for the students;
- Line manage and appraise administrative and support staff;
- Work alongside the rest of the Senior Leadership Team and the Board of Governors;
- Support and promote the School's Christian ethos, school initiatives and policies;
- Stay current with the developments in the education sector and the local community.

### b) Senior Leadership

#### The Business Manager will:

- Contribute to the strategic and operational development of the School;
- Lead, line manage and support all business and support functions of the School;
- Ensure that the School makes the best possible use of resources through effective planning, considering all financial and resource management implications;
- Provide clear information, advice and recommendations to the Director and Governors, regarding the strategic development of support services, the use of assets and the development of activities;
- Monitor and evaluate progress against agreed objectives and targets, taking any additional action as may be agreed to be necessary;
- Ensure that all returns to the various Government entities (Ministry of Education, General Registry) and any other relevant body are carried out with predetermined deadlines;
- Establish credibility whilst managing and maintaining strong working relationships with all partners and stakeholders;
- Ensure a commitment to effective safeguarding and promoting the welfare of students;
- Communicate openly with the Director on a regular basis;
- Implement the performance management appraisal for administrative and support staff;
- Promote to all stakeholders the stated ideals in the mission statement of Cayman Prep and High School;
- Under the guidance of the Director and as a member of the Senior Leadership team contribute to a clear vision for the future of the school.

### c) Financial Responsibilities

#### The Business Manager will:

- Be responsible directly to the Director and the Board of Governors for all financial and accounting procedures and reporting, including Budget monitoring and the annual statement of accounts;
- Ensure a full reconciliation is undertaken once a month for all bank accounts;
- Develop, implement and maintain the operation and compliance of financial controls, standards and systems;
- Ensure payroll is processed according to policy and related external payments – medical insurance and pension – are paid accurately and on time;

- Prepare and maintain the Budget, financial plans and forecasts of income and expenditure to facilitate the management of the School;
- Complete necessary financial returns, bids and grant claims ensuring all streams of revenue are fully secured and accounted for;
- Produce and maintain the School's asset register;
- Negotiate, manage and monitor tenders, contracts, licenses and service level agreements to ensure effective and high-quality delivery of services to the School and value for money;
- Ensure the School's insurance cover is up to date and effective;
- Prepare invoices for fees and other charges;
- Ensure fees and other charges are paid in a timely manner and that all debts are followed up according to agreed processes and procedures;
- Manage purchasing process and accounts payable to ensure invoices are correctly processed and paid in a timely manner;
- Act as cost centre manager for specific budget areas and provide advice to the School staff on financial matters such as budgetary controls;
- Manage cash flow and ensure funds are appropriately placed to maximise return.

#### **d) Premises Management.**

##### **The Business Manager will:**

- Take the lead responsibility for the School's site and buildings including their maintenance, security, development and furnishing;
- Report to the Director on the premise issues and make recommendations on the spending on repairs and any capital works;
- Prepare all paperwork in respect of capital projects, liaising with architects, surveyors, contractors, etc;
- Liaise with external contractors with regards to building and maintenance works;
- Ensure that the energy consumption is monitored and saving measures are in place;
- Oversee the preparation of an annual plan of building maintenance and forecasts of any capital works;
- Manage and drive income from the School facilities and any other revenue sources;
- Oversee third party contractors for cleaning, catering and other maintenance areas and ensure ancillary services e.g. catering and cleaning are monitored and managed effectively.

#### **e) Health and Safety**

##### **The Business Manager will:**

- Act as the School's Health and Safety Co-ordinator and Fire Officer;
- Ensure that all health and safety legislation, policies and procedures are adhered to;
- Take part in regular health and safety risk assessments visits and reviews.

#### **f) IT Infrastructure and Support**

##### **The Business Manager will:**

- Have overall responsibility for IT to ensure staff and students are efficiently supported on a timely basis;
- Have overall responsibility for ensuring that the School's IT systems are well maintained and designed to enhance the teaching and learning within the School;
- Have overall responsibility for the planning and oversight of any IT projects and maintenance updates to ensure the IT systems and IT equipment are fit for purpose and that there is no unnecessary interruption to the teaching and learning;
- Ensure that the School complies with Data Protection, Copyright and Freedom of Information legislation
- Ensure e-safety policies and procedures are in place and adhered to;
- Ensure that the school website is compliant with current requirements;

<ul style="list-style-type: none"> <li>• Have overall responsibility for ensuring that the School's IT systems are secure and protected against any potential cyber-attacks;</li> <li>• Ensure the school has all appropriate IT licenses in place.</li> </ul>
<b>g) Administration</b>
<p><b>The Business Manager will:</b></p> <ul style="list-style-type: none"> <li>• Ensure both School Offices are adequately resourced and efficient and that all stakeholders are treated courteously;</li> <li>• Oversee the design and production of marketing material such as, but not limited to, the School Yearbook and Calendar;</li> <li>• Ensure the Uniform Shop is adequately stocked and staffed.</li> </ul>
<b>h) Securing Accountability</b>
<p><b>The Business Manager will:</b></p> <ul style="list-style-type: none"> <li>• Work with the Director and the Board of Governors in providing information, objective advice and support to enable the school to meet its responsibilities and statutory requirements;</li> <li>• Fulfil contractual accountability to the Board of Governors through a commitment to attend and report at meetings;</li> <li>• Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to on-going review and evaluation;</li> <li>• Develop and present a coherent, understandable and accurate account of the financial performance to a range of audiences including Governors, parents and guardians;</li> <li>• Reflect on personal contribution to school achievement and take account of feedback from others.</li> </ul>
<b>i) Developing Self and Working with Stakeholders</b>
<p><b>The Business Manager will:</b></p> <ul style="list-style-type: none"> <li>• Treat everyone fairly, equitably and with dignity and respect;</li> <li>• Take part in whole-school training programmes and be responsible for their own professional development;</li> <li>• Induct and train new Support staff;</li> <li>• Ensure effective strategies and procedures for Support staff induction and integration, appropriate and relevant professional development and performance review;</li> <li>• Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory;</li> <li>• Manage own workload and that of others to allow an appropriate work/life balance and inspire others to do similarly.</li> </ul>
<b>j) Supporting the work of the Board of Governors and The United Church</b>
<p><b>The Business Manager will:</b></p> <ul style="list-style-type: none"> <li>• Promote and maintain the Christian ethos of the school so that Christian values are intrinsic to and permeate all aspects of the business operations of the school;</li> <li>• Provide the Board, through the Director, regular reports on the business aspects of the school;</li> <li>• Undertake other reasonable duties as may be required or designated by the Director and the Board.</li> </ul>
<b>k) Other Duties</b>
<p><b>The Business Manager will:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with all other relevant members of the staff;</li> <li>• Take part in whole-school initiatives and events;</li> <li>• Attend relevant meetings as required</li> <li>• Cooperate and work with relevant agencies to protect children.</li> </ul>

**All Staff Are Expected To:**

- Always maintain confidentiality regarding student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the Staff Code of Conduct, all School Policies and other regulations
- Attend and participate in staff CPD sessions, school-based meetings and other activities
- Assist with various duties as assigned by the Director, according to the needs of the school.

**Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

***This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.***

Signature of Postholder \_\_\_\_\_ Date / /

Signature of Director \_\_\_\_\_ Date / /

*Revised March 2020*