



## School Business Leader: Mr Walters

### Strategic Business Leadership

#### Lead Areas:

Strategic financial planning & management of the school budget. Allocation of budget to delegated budget holders.

Accountability for School Financial Regulations, Fair Funding Scheme, adherence to financial procedures and practices

Lead for all matters relating to Human Resources e.g. payroll, contracts of employment, absence management, RTW interviews for staff on LTS, authorisation of staff leave, Staff Handbook

Lead for Performance Management & CPD Support Staff

Quality assurance of whole school health and safety management, procedures & policy

Strategic management of premises and co-ordinating various site projects including capital projects, bids and tenders

Quality assurance of site, buildings and maintenance

Quality assure the management of the school's administrative functions. Ensure quality service to

teachers, visitors and pupils including First Aid management and deployment

Income generation & Lettings management, marketing

Strategic development of Catering and co-ordination of the Dining Hall experience, ICT Development,

Governors Premises & Finance

#### Policies:

Critical Incident/Emergency Plan (inc Fire drill & procedures, Health & Safety Policy, Data Protection Policy, *Freedom of Information Publication Scheme*, Accessibility Plan, No smoking policy, Governors Charging Policy, Financial policies procedures & audits, Lettings Policy

**Line Management of:** Assistant BM, Catering Manager, Link for External contracts of Cleaning, ICT, HR