



SMART Multi Academy Trust

Job Description

Post Title	School Business Manager
Location	Based within one school but with mobility to work across the Academy Trust and Central Office
Responsible to	Head Teacher and Central Office
Responsible for	School office staff and other support staff as directed
Grade/ Evaluation	SBM Level 2- Grade N6- (pro- rata) -AA4219 Pro rata to £13,802-£15,822
Hours	25 hours per week, term time only With 10 directed days.

Job Purpose: To provide effective management of the operational business and administrative functions of the school. Provide information to the Head Teacher, Governors and the Senior Leadership Teams to inform on the financial position of the school. To ensure accurate financial processing and monitoring of finances and to effectively manage the schools resources.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Administration

1. Oversee the day to day running of the school general office ensuring the provision of full administrative support to the Head Teacher, Senior Leadership Team, Local Governing Board.
2. To provide information and data to the Academy Trust Central Office as requested and required.

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.

- 3 Liaise with staff, pupils, parents and governors and external bodies as appropriate to meet the requirements of school operations and positively promote the Academy Trust.
- 4 To respond to complex enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses.
- 5 Organise and minute meetings, maintain diaries and liaise with Governors and the Governor Services clerk as required, particularly in relation to Local Governing Board and committee meetings.
- 6 Process and maintain records, reports and data accurately and securely using the appropriate MIS software, computer software and office filing systems, including overseeing staff and pupil census returns.
- 7 To provide information, reports, data and feedback to the Central Office as requested and to undertake duties as requested commensurate to the role.
- 8 To ensure that the school website is up to date and compliant with requirements from Ofsted and the DfE/EFA.

Finance

- 9 Monitor all budget headings and provide regular monitoring reports to the Headteacher.
- 10 Liaise with budget holders over budget allocation. To provide information to the Head teacher and Senior Leadership Team to enable them to deploy resources to meet the requirements of the school development plan.
- 11 Monitor and review all school income streams and provide information to the Central Office.
- 12 Collate information, prepare data and ensure that all information is correct for timely and effective budget monitoring processes.
- 13 Work with the Central Office collaboratively and responsively around financial monitoring, reporting requirements and financial returns.
- 14 Provide budget and financial reports to the Local Governing Boards as required and attend meetings to provide information
- 15 Work with the Head teacher, Senior Leadership Team, Governors and the Central Office to ensure that there is a balanced annual budget and 3 year forecast in place for the school.

- 16 Maintain information on the financial accounting software, related to purchases, including the input of accurate requisitions/orders, purchase orders and invoices.
- 17 Be responsible for overseeing the receipt and banking of monies, other income, and processing sales invoices and receipts. Accounting for this through the financial accounts software and banking systems and protocols of the Academy Trust.
- 18 Process BACs payment runs, staff expenses, credit card expenses for month end liaising with the Central Office to meet month end reporting deadlines.
- 19 To ensure that all staff payroll records are kept up to date and respond to queries from the Central Office in relation to payroll reconciliation.
- 20 To ensure that the school makes the best possible use of its resources through effective planning and procurement processes, ensuring value for money protocols are fundamental to decision making.
- 21 To bid for sponsorship and grants in liaison with Central Office

Human Resources

- 22 To prepare and submit forms and advertisements for the recruitment of staff as directed by the Head Teacher and liaise with Employee Services Providers and the Central Office.
- 23 To maintain the Single Central Record and oversee DBS/S128/Right to work and any other employment or Safeguarding checks as required by the statutory or Academy Trust policies and procedures.
- 24 To supervise office administration staff including organising and prioritising work, identifying and meeting training needs and performance management.
- 25 To provide support to the Head teacher to ensure the effective deployment of all support staff and manage staff absences. Reporting to Employee services providers, absence insurance providers and the Central Office as required.

Estate Management

- 26 To be the key contact for Fire and Health and Safety. To be responsible for maintaining records, testing and inspection schedules to meet all statutory and organisational policies and procedures.
- 27 To liaise with the Site Managers regarding Estate management requirements.
- 28 To take an active role in liaising with contractors and planners during any building projects. To maintain project files and documents and support projects to run to plan. Liaison with school site managers and the Central Office as required during project implementation.
- 29 To manage any school lettings arrangements and identify opportunities for income generation.

General

- 30 Ensure compliance with the financial management standards expected by the Department for Education (DfE), Education Funding Authority (EFA) and Charity Commission requirements in relation to Multi Academy Trusts.
- 31 Implement and ensure the effective operation of the administrative processes and financial procedures provided by the school, in accordance with the Academy Trust's policies and procedures and any delegated school level policies.
- 32 To process data and maintain records within the requirements of the Data Protection Act, GDPR Regulations and Academy Trust confidentiality policies
- 33 To promote and implement the Academy Trust's Equality Policy in all aspects of employment and service delivery.
- 34 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Academy Trust's policies and procedures.
- 35 To promote a positive culture and awareness around 'Keeping Children Safe in Education' and adhere to the Academy Trust's safeguarding policies and procedures.

Person Specification- School Business Manager- N2

		Essential	Desirable
	Qualifications		
1.	Business management qualification to a medium-higher level of training (NVQ 4 –Dip)	X	
2.	Educated to degree level or equivalent In a relatable business subject		X
3.	Finance qualification		X
4.	Microsoft Office package qualifications		X
	Experience		
4.	Experience of working in an Academy Trust, school or education environment or similar type role	X	
5.	Experience of delivering high quality administrative support and services	X	
6.	Experience and evidence of working with a range of administrative/MIS software packages	X	
7.	Experience of procurement and an understanding of value for money principles		X
8.	Experience and evidence of financial record keeping including purchasing and sales, income and expenditure.	X	
9.	Experience and evidence of working with budgets and the ability to relate these to organisational planning	X	
10.	Experience of working with Fire and Health and Safety regulatory processes		X
11.	Experience of working with Safeguarding		X
12.	Experience of HR processes in relation to staff management, absence and recruitment	X	
13.	Experience of Estate Management		X

	Knowledge and Skills		
14.	Able to communicate effectively and appropriately at all levels	X	
15.	Able to assimilate data and information into meaningful reports	X	
16.	Strong IT skills and record keeping ability	X	
17.	Able to work collaboratively with colleagues across the organisation	X	
18.	Able to self-manage work direction, use initiative and take responsibility for tasks.	X	
19.	Highly organised and adaptable to needs arising and responsive to deadlines	X	
20.	Able to understand policies and procedures and Statutory guidance and relate these to work practices	X	
22.	Able to link tasks to the wider organisational context		X