MAT Primary School Business Manager

Main Duties and Key Responsibilities

Effective relationships across the Multi Academy Trust

- Liaise effectively with the Central Services Team of the Multi Academy Trust (MAT).
- Share best practice amongst Primary School and MAT colleagues.
- Uphold the values and high standards of the Trust.
- Make an active contribution to the development of the Trust.

Strategic

- Working as part of the Senior Leadership Teams of both primary schools, you will promote the highest standards of business ethos at each primary school and also strategically ensure the most effective use of resources to support the academies' learning objectives.
- Assist, as part of the Primaries Senior Leadership Team, in the preparation of the school's' annual development plans.
- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Collaborate with, advise and assist other Trust managers or SLT members generally in the performance of their duties in relation to operational matters, regulations, protocols, processes etc.
- Actively contribute to the development of quality improvement programmes across the schools.
- Proactively implement the policies and procedures of the schools.

Administration and Corporate Governance

- Oversee the efficient administration of all business of the Primary Schools providing line management and leadership to the administrative teams.
- Be responsible for the management of procedures which comply with the requirements of statutory requirements such as Safeguarding Children and Young People, Data Protection and the Freedom of Information.
- Manage the development, maintenance and review schedule of Trust and school Policies.
- Attend and clerk governance meetings for each primary if/when required.
- Compile and maintain a staff training matrix for each school, highlighting and arranging CPD sessions when available.

Finance

- Liaising regularly with the Finance Managers to ensure all targets and deadlines are met.
- Attending and participating in the termly budget meetings for each Primary School.
- Ensure each primary school operates their financial systems and controls in accordance with the Trust's procedures and timetables, ensuring accurate financial information is maintained and reported on a regular basis to the MAT Finance Managers.
- Assist the MAT Finance Managers with the budget preparation for each Primary School.
- Using the agreed budget, actively monitor and control performance to achieve value for money at each Primary School.
- Ensure financial transactions at each academy are carried out in an appropriate manner and that the financial regulations of the Multi Academy Trust are observed.
- Review the cash flow of the schools and implement parent debtor policies and procedures.

- In the absence of a Headteacher, take delegated responsibility for financial and other decisions in conjunction with the Deputy Headteacher at each Primary School and the Central Services Team if required.
- Realise opportunities for income generation and organise and market the schools services and facilities.

Leadership

- Provide support to each Primary Headteacher in his/her duty to ensure that each school meets its educational aims.
- Mentor, support and work closely with the administration team at each Primary School to ensure that their roles and responsibilities are met to the highest standards.
- Negotiate and influence strategic decision making within each academy's Senior Leadership Team.
- Carry out the role of the Educational Visits Coordinator and support the staff in each school when organising visits.

Human Resource

- Monitor effectiveness of administrative staff structure across the Primary Schools.
- Manage the recruitment, appraisal and development of the Primary School administrative teams.
- Assist with the recruitment of other Primary School staff.
- Ensure staff/governors have a clear understanding of the policies and procedures, and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned, and provide support where necessary.
- Data management and security of staff and pupil data;
- Manage and monitor sickness absence, approved leave of absence, holidays for MAT staff.
- Ensure Staff Absence Cover is maintained and staff lists with cover provider are checked periodically.
- Single Central Record - monthly check to monitor accurate records for MAT staff.

Facilities

- Coordinate and work in conjunction with the MAT Site/Facilities Manager to support the management and maintenance of the academy facilities and buildings in accordance with compliance and budgets.
- Support the Headteacher and MAT Facilities Manager in managing health and safety matters including measures in the event of emergencies, fire evacuations etc.

Catering

- Coordinate and work closely with the MAT Trust Catering Controller to evaluate menus and service standards of school meal provision are being met.
- Monitor school meal payments closely and supervise administration staff with the recovery of school meal debts.

Other

- Attend senior management, leadership team and appropriate governing sub-committee meetings at each Primary School.
- Promote the activities and premises with the objective of maximising letting income within agreed policies at each academy.
- Actively explore opportunities to obtain donations, grants and additional funding streams for each academy.
- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the Trust.

Marketing:

- Lead the overall marketing strategy for the Primary Schools.
- Ensure all Primary School websites are consistent and of high quality. Ensure admin staff are creating regular news stories and maintaining all other pages ensuring all content is up to date and Ofsted ready.
- Develop and implement marketing and communication strategies for the Primary Schools, monitoring and reviewing on a yearly basis.

- Manage and contribute to all high profile events for the Primary Schools, for example Open Evenings and Open Days.
- Brand management for the MAT within the Primary Schools, both on and off line, consistent with brand guidelines.
- Manage all digital content for the Primary Schools. This includes social media pages such as Twitter and Facebook.
- Contribute to offline content for the Primary Schools which includes prospectuses, school brochures and other marketing material.
- Manage marketing budget spend for the Primary Schools.
- To design, create, and produce promotional materials for the Primary Schools.

Terms and Conditions

The core hours of work will be over 5 days as follows:

37 Hours a week, with flexibility to attend partnership trust and governance meetings.

Term time only plus 2 weeks.

The MAT Primary School Business Manager will divide his/her time between the various sites comprised in the Trust.