

Post: • **Academy Business Manager**

Purpose of post: • Responsible for the business operations of the academy and the oversight of all matters pertaining to the organisation and running of the academy, save for teaching and learning

Reporting to: • Academy Principal/Trust CFO

Main responsibilities

Leadership and Strategy

- Contribute to senior leadership team meetings and attend Trust business meetings as required
- Actively contribute to the development of the organisation by sharing good practice across the Trust
- Provide leadership support to the senior leadership team including undertaking research and obtaining information to inform decision making
- Plan and manage change in accordance with the academy's improvement plan
- Manage premise and office staff including line management responsibilities
- Take a lead role in the recruitment of staff and in managing associated employment procedures such as induction/probation/appraisal processes and paperwork.

Finance

- Work with the Principal to prepare an annual budget for submission to the Chief Finance Officer and for approval by the Board of Trustees
- Evaluate budget and financial information and present budget performance to the senior leadership team to inform decisions relating to ongoing budget management
- Regularly and actively monitor the agreed budget to ensure effective financial management, including the preparation of budget reports for the Principal and Trust finance leads
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with the Trusts Finance Policy and the ESFA's Academies Financial Handbook
- Monitoring the weekly/monthly expenditure and advising the Principal of possible under/overspending whilst providing narrative of the issues
- Assist with forecasting future years' budgets, taking in to consideration any relevant plans and new directions as well as predicted changes to budgets, salaries and other costs
- Identify the need for, select and manage the ordering of supplies, services and equipment for the academy, ensuring invoices are inputted on the system in a timely manner
- Maintaining an assets register and inventory in line with the Trust's policy
- Lead and process academy insurance claims in line with the relevant processes

- Prepare statutory returns as agreed or directed by the Principal or relevant Trust officers
- Negotiate, manage and monitor service level agreements, tenders and agreements for the academy to ensure effectiveness of delivery and value for money, under direction of the Principal and having awareness of the SLA's to be procured and maintained by the central trust team.

HR and Payroll

- Manage the administration and approval process of the payroll system, ensuring all new starters, variations, expenses and other information is submitted accurately and on time in line with payroll deadlines
- Ensure that recruitment procedures are followed for all new staff and coordinate the relevant employment checks for all individuals
- Maintain the academy's single central record ensuring that all employees records are completed and updated at all times and correspond effectively with the documentation held in personnel files
- Maintain and update confidential information on the relevant systems including SIMs, iTrent and Flick
- Liaise with the Principal on personnel issues and undertake relevant actions including sickness absence reviews with support staff and monitoring absence trends across the academy, highlighting potential issues to the Principal
- Provide advice and guidance to the Principal and employees on payroll and employment issues where relevant.

Estates Management

- Manage facilities including premises lettings and associated income
- Manage catering and cleaning services to ensure they remain consistently effective
- Implement risk management and loss prevention strategies in conjunction with the Trusts Estates Officer
- Coordinate the security and maintenance of the academy site, including oversight of maintenance schedules and the efficient operation of all facilities on the property
- Ensuring effective records of maintenance of fire protection equipment is in place and that regular fire tests and alarm checks are undertaken
- Ensure business continuity procedures are in place
- Prepare work specifications for tenders and assist with the selection of contractors.

Health and Safety

- Ensure the Health and Safety Policy is implemented at all times and is subject to relevant review and assessment at regular intervals or as situations change, in liaison with the Trusts Estates Officer
- Ensure the academy's written Health and Safety Policy is clearly communicated and available to all including external visitors
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy.

Administration

- Manage the administrative function of the academy, including overseeing the entire office function and staffing
- Oversee the academy website ensuring that it remains compliant and updated at all times, and that the academy is promoted effectively through social media
- Ensure that administrative processes and procedures are effective and efficient, and review these on an ongoing basis
- Act as the point of contact for central team staff for the purposes of collating information and responding to external requests for information – including freedom of information, subject access requests and any other formal request for information.

General Responsibilities

- Undertake any other duties that are reasonably in line with the general nature of this job description
- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality
- Pay particular attention and adhere to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing
- Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

Person Specification

Area:	Desirable/Essential
Qualifications	
Relevant level 4 formal qualification in school business management or AAT	E
Good standard of education in English and Maths (GCSE grade C or above)	E
School Business Management qualification	D
Experience	
Using and maintaining a range of management information systems	E
Using and reporting from finance systems such as Sage and Orovio	E
Experience of payroll systems and processes	E
Assisting in the setting of budgets and managing and monitoring those budgets frequently	E
Line management and supervisory experience of designated staff	E
Reporting to and working with senior leaders	E
Working with a wide range of agencies and stakeholders	E
Managing a diverse workload and conflicting deadlines	E
Experience of working in an education setting	D
Experience of managing organisational change	D
Experience of procurement including the drafting of tender documents and contracts	D
Knowledge and Skills	
Budget management knowledge, ability to produce, analyse and evaluate financial information and confidence to highlight and address areas of concern	E
Ability to negotiate contracts with suppliers to secure best value	E
Knowledge and understanding of health and safety procedures, premises management and compliance	E
Knowledge and understanding of personnel systems and procedures	E
Confidently and efficiently lead a team to meet the academy's strategic objectives	E
Excellent communication and interpersonal skills	E
Excellent time management and organisational skills	E
Understand safeguarding in relation to the Business Manager's role in an education setting	D
Qualities	
Ability to work as part of a team and independently	E
Ability to work accurately and methodically with attention to detail	E
Professionally assertive and able to remain calm under pressure	E
Proactive, enthusiastic and has a positive mindset and attitude	E
Friendly with a 'can do' and solution focused attitude	E
Ability to maintain confidentiality and integrity	E
Committed to equality and diversity	E
Committed to CPD	E