

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Trust Business Manager

Grade: J/K, SCP 25-30

Responsible to: Headteacher

Job Purpose

- To act as the link between the Trust's Central Services team and school leaders across multiple school sites.
- To provide strategic and operational support across non-teaching and learning areas of responsibility.
- To line manage other school based administration and support staff.
- To lead by example in creating a culture of professional excellence and achievement in all aspects of the NPCAT's Corporate Services team and to at all times demonstrate commitment to upholding and developing the Catholic ethos and aims of the Trust.

Duties and responsibilities

Human Resources

- To maintain on a continuous basis each school's Single Central Record, to undertake safer recruitment training as required and to be responsible for the employment clearances and checks for any new staff, in liaison with the Trust's HR team.
- To liaise with the Trust's HR team in respect of the advertisement, recruiting and appointment of all school based staff (excluding reserved posts) and in line with the Trust's establishment control procedure (advertising to be undertaken at a school level and with all contracts to be produced centrally by the Trust's HR team).

- To maintain up to date and complete personnel files for each school, ensuring data protection rules are adhered to with regard to storage and retention.
- To ensure all new starters, leavers and any contract changes are processed accurately and in a timely manner with payroll provider and the Trust's HR team to enable contracts/variations to be produced in accordance with legal requirements and internal deadlines.
- To update HR management systems/records accordingly in a timely manner with any new starters, leavers and changes.
- In line with Trust procedures and with support from the Trust's HR team manage all leave, attendance and sickness management issues at each school.
- To ensure the accurate completion and timely submission of all statutory school workforce returns.
- To manage all other administration and support staff at each school, providing leadership and professional development as required, to ensure high performing teams with a clear focus on contributing to the overall effectiveness of each school.

Finance, Procurement & Contract Management

- To implement the financial management strategy of the Trust on an operational basis including the adherence to all Trust financial policies and procedures.
- To oversee all actions and reconciliations required to support the Trust's monthly and year-end financial management timetable.
- To maintain school based contract registers and to identify and undertake non-Trust led procurement activity to achieve value for money with support and guidance from the Trust's Procurement, Contracts and Exchequer Manager.
- To collate appropriate information as requested to support Trust led procurement activity.
- To manage all operational performance and quality issues at a local level for both Trust and school led contracts.
- To oversee the maintenance of school based inventories in line with the Trust's financial regulations and to undertake an annual inventory check of all items in each respective school site.
- To support and advise, on specific school issues, the respective Trust Senior Finance Partner when developing both the annual and 3 year budget plans for approval by the Trust.
- To ensure monthly capitation reports are collated and issued to agreed budget holders and that any issues / actions are discussed if required at meetings to ensure expenditure is controlled within agreed budgets.

- In conjunction with the Trust Senior Finance Partner meet with school leaders to agree and report the monthly management accounts for each respective school.
- To present the latest monthly management accounts to each respective LGB meeting as required.
- To act as the lead point of contact for school internal and external audit visits, ensuring provision of required information in a timely manner and to oversee the implementation, with agreed timescales, of actions arising.
- Work with support from the Trust to maximise and generate additional income streams for respective schools and the Trust, including the development of grant bids.
- To review and submit monthly payroll reports in accordance with agreed timescales, agree any required changes and to ensure relevant authorisations are in place from each school's respective Headteacher.

Estates & Health & Safety Management

- In liaison with the Trust's Estates & Compliance team and school leaders be responsible for the maintenance and upkeep of each respective school estate, ensuring an attractive and vibrant environment for learning.
- Assisting the Trust's Estates & Compliance team with any relevant information in the development of bids for capital funding opportunities;
- To maintain on a continuous basis an up to date condition survey and 5 year Estate Management & Capital Investment plan, in the Trust's agreed format, for each school and to use this to assist identify school based priorities to the Trust for capital investment decisions.
- To work in support of the Trust's Estates & Compliance team in developing an approved list of contractors for undertaking works on the Trust's estate.
- To oversee on an operational basis contractors are employed on work projects on each school site and to ensure effective liaison is in place between the contractors, each respective school and the Trust on major projects.
- To work under guidance from the Trust's Estates & Compliance team to ensure a robust assurance framework is in place to manage all statutory compliance requirements at each school and to act as the lead point of contact for any contractors / internal staff with responsibility for premises / compliance management.
- To ensure all Trust and Diocesan requirements and approvals are met when planning estate capital works.
- To act as the main point of contact for external Health & Safety inspections of each school and to oversee with support from the Trust's Estates & Compliance team where required the timely implementation of all agreed actions.

- To ensure all risk assessments for estates, educational visits and other areas are robust and in place
- To ensure all relevant insurance (or RPA) cover is in place for each school.
- To act as a school based champion for all energy efficiency measures and initiatives.

Governance & Risk Management

- To maintain on a continuous basis and in line with the Trust's Risk Management Strategy an operational risk register for reporting to every meeting of each school's LGB and to ensure that any risks requiring escalation to the Trust's Strategic Risk Register are reported to the Trust via the respective Governance Partner.
- To maintain on a continuous basis and in line with the Trust's Business Continuity Strategy a Business Continuity and Emergency Plan for each school and to ensure that this is reviewed and tested on at least an annual basis and also following any major incident.
- Ensuring all school level publication requirements for each school's website are adhered to with advice and support from the Trust's Central Governance & Policy team.
- Ensuring through the Trust Governance Partner the maintenance of an up to date register of business and pecuniary interests for all senior staff and governors is maintained continuously.
- Ensuring the Trust is informed of any changes to membership at each school's LGB and a.s.a.p. to allow the Trust to update the DfE within the required 14 day timescale.
- To attend and present any items as required, in support of school leaders, at each school's LGB meetings.

Marketing & Communications

- To develop and maintain excellent working relationships with all key internal and external stakeholders including, but not limited to staff, parents, governors and external agencies.
- To act as the lead point of contact with the Trust's Marketing & Events team and key stakeholders for marketing initiatives and the organisation and promotion of both school and Trust wide events.
- To oversee communication and related systems with parents ensuring they are effective and that communication is undertaken in a timely manner.

Whole School & General Administration

- To act as a champion for the effective implementation on an operational basis of all agreed Trust wide and school based policies and procedures.
- To identify any ICT refreshment requirements to the Trust's ICT team for consideration and to report any operational ICT support requirements to the Trust's ICT helpdesk for action.
- To manage each school's lettings and charging requirements efficiently and in line with the Trust's Charging, Remissions & Lettings policy.
- To oversee and authorise the completion and submission of school census and other statutory returns in accordance with published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Statement and objectives (located on the NPCAT website).
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Line Manager may determine.