

JOB DESCRIPTION



Job Title	Assistant Academy Business Manager
Reports to	Director of Business & Finance (& Head Teacher)
Main purpose of job:	
To work with the Head Teacher and Director of Business and Finance to ensure that the school meets its educational aims. To promote the highest standards within the business function of the school and ensure the most effective use of resources. To support the Director of Business & Finance in all matters relating to HR, Finance, IT, H&S, Administration and Marketing processes (with a focus on a specialised area).	
Main Responsibilities and Duties:	
<ul style="list-style-type: none"> • Provide comprehensive and confidential business support to the Head Teacher & Director of Business & Finance as required including all aspects of the following: <ul style="list-style-type: none"> ○ Finance/Audit/Risk Management such as: <ul style="list-style-type: none"> ▪ Budget management/advice on internal processes ▪ Contribute to the preparation of annual audits ▪ Assist with budget proposals ▪ Income Generation ○ HR/Personnel/CPD Management such as: <ul style="list-style-type: none"> ▪ Contracts of employment ▪ Sickness Absence ▪ Manage SIMS Personnel database inc training records ▪ Producing the School Workforce Census ▪ Providing advice & guidance as per Academy policies for staff and other stakeholders ▪ Safer Recruitment principles and pre-employment checks, including ensuring SCR details up to date on SIMS ○ Estates/Compliance & H&S Management such as: <ul style="list-style-type: none"> ▪ Provide support to the Operations Manager for Lettings ▪ Provide support and guidance on premises matters ▪ Project management ○ IT Infrastructure & Network Management such as: <ul style="list-style-type: none"> ▪ IT Strategy and rolling replacement of resources ○ Marketing such as: <ul style="list-style-type: none"> ▪ Promotion of the Academy work and facilities ▪ Social media and website ▪ Promotional materials ○ Administration Management ○ Academy Governance • Act as Data Protection Lead for the Academy. • Line Manage and co-ordinate the work of Business Assistants who are part of the wider Business Team. • Deputise in the absence of the Director of Business and Finance. • Undertake any other task that is commensurate with pay and grade as determined by the Director of Business & Finance 	
Facts and Figures:	

- Work within defined policy and procedures, needs to deal with regular day to day problems which will involve giving advice and guidance and/or assistance.
- Line Management responsibilities of up to 5 (FTE)

Supporting Processes

Problem solving and creativity:

- Ability to prioritise own workload
- Ability to work with interruptions, which may result in reorganisation of priorities
- Must be able to use initiative
- Work to deadlines and discuss where difficulties arise
- Will seek guidance to resolve conflicting priorities or difficult situations.

Decision making:

- Prioritises work of self and supports direct team members to do the same if required, in order to achieve deadlines.
- Deals with all enquiries efficiently and in a professional and supportive manner.
- Decisions made in line with policies and procedures.
- Refers anything outside of own knowledge or escalates for assistance to the Director of Business & Finance.

Physical effort and working conditions:

- Working in an office environment with frequent use of a VDU.
- Subject to interruptions.
- May at times need to work from home on occasion outside of working day but given as time in lieu.
- Undertakes training and research required to develop in the role.

Contacts and relationships:

- Contact with all members of staff, trustees, parents, pupils and visitors
- Contact with outside agencies and companies as required
- Maintain a high degree of confidentiality with regard to issues concerning members of staff, pupils and other stakeholders. Respond with tact, sensitivity and awareness to others in relation to duties undertaken.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder _____ Date _____

Line Manager _____ Date _____

Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.