|  |  |  |  |
| --- | --- | --- | --- |
| **Accountable To** | Executive Headteacher | Full time permanent position, 37 hours per week | |
| **Salary:** | £52,000 | **Location** | Kemnal Technology College and some travel may occasionally also be required across the Trust’s other Academies. |
| **About us:** | The Kemnal Academies Trust (TKAT) is one of the largest multi-academy Trusts in the South of England with 45 Academies currently within the TKAT family. We drive up educational standards, pupil progress and achievement through the provision of exceptional teaching, leadership and learning for all. We believe in the power of innovation, collaboration and school-to school support. At TKAT, our pupils are at the heart of everything we do; we continually strive to inspire learners and change lives. | | |
| **Responsible Areas:** | Leadership, management and development of all academy business staff, including; Finance, Administration & IT, HR, Premises and Facilities and Health & Safety. | | |
| **Purpose of Role::** | The Business Manager operates as a member of the Senior Leadership Team and directly reports to the Headteacher for the strategic and operational management, organisation and development of all non-teaching academy functions. These include finance, human resources, administration, health and safety, estates and facilities management, information technology, marketing and fundraising.  The Business Manager promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy’s learning objectives. The Business Manager takes a strategic role in leading, managing and inspiring non-teaching employees of the Academy. | | |
| **Key internal relationships:** | Headteacher, wider Senior Leadership Team (SLT) & support staff, Trust HQ corporate teams, Director of Education, other TKAT Business Managers. | | |
| **Key Responsibilities:**  *Carry Out All Duties And Responsibilities In Accordance With College Policies And Procedures And Statutory Requirements.* | **Finance:**   1. To be responsible for the development and management of the academy accounting function, ensuring its efficient operation according to agreed procedures and to review and develop those procedures as necessary. 2. Evaluate information and consult with the Headteacher and Trust to prepare a realistic, timely and balanced annual budget plan to reflect the academy’s targets, including monitoring of expenditure and income. 3. Submit the proposed budget to the Headteacher and Trust for initial approval and manage the overall financial planning process. 4. Use the agreed budget to actively monitor and control performance to achieve ‘Best Value’ through compliance with TKAT’s Scheme of Delegation and procurement regulations including strict adherence to leasing rules and regulations. 5. Ensure that ongoing forecasting remains robust and financially responsive to  significant or unforeseen developments which may arise throughout the year. 6. Undertake ongoing financial scrutiny and oversight of actual income and expenditure against the approved budget and act within the parameters of the Trust’s Financial Controls and Procedures handbook. 7. Prepare monthly management accounts, encompassing a forecast outturn and cash flow forecast by use of the Trust’s designated software and proscribed templates. 8. Prepare informative and meaningful reports highlighting the current financial position of the academy throughout the year for presentation to Governors. 9. Liaise and cooperate fully with internal and external audit inspectors before, during and after inspections, including acting upon, preparing and feeding back to the Headteacher and responding to any points of action. 10. Ensure all items required for statutory financial returns and the year-end audit process are completed and delivered to the Trust on time. 11. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. 12. Plan, implement and maintain systems of financial management, aligning to the Trust’s Financial Controls and Procedures handbook, to enable the academy to continue to make effective use of its resources. 13. Work with the Trust to seek out and utilise sources of income generation, including capital funding, grant applications & other sources of income or donations to the academy. 14. Advise the Headteacher in the strategic vision for marketing the academy and ensure appropriate support is in place to deliver this. 15. To promote further financial gain as a result of, and/or manage all aspects of existing lettings of the academy premises. 16. Ensure the financial risk and viability of school trips are secure. 17. To be responsible for school insurance policies; overseeing any claims that arise. 18. Remain up to date with the ESFA’s Academies Financial Handbook and other external statutory regulations, as well as the Trust’s internal financial policies and handbooks.   **Administration & IT:**   1. To develop and manage the administrative function including the academy reception, records, reprographics, word-processing, and desktop publishing. To have an overview of the quality of printed material produced for internal and external use. 2. To maintain oversight of the main administrative function of the academy, including the efficient deployment of administrative staff. 3. To handle all matters of an administrative nature which may arise. 4. To ensure the accuracy of statistical returns, including both pupil and staff workforce census returns. 5. Either be directly, or act alongside the academy’s appointed GDPR champion to ensure that data protection regulations are upheld. 6. To support the strategic development of ICT within the academy. 7. Manage the relationship with the Trust’s ICT Management/Support team. 8. Ensure an appropriate communication strategy and relevant Trust wide policies, including Data Protection are applied for use of technology across the academy. 9. Ensure resources, support and training are provided to enable staff to make the best use of available ICT. 10. Ensure contingency plans are in place in the case of technology failure.   **Premises and Facilities Management:**   1. Lead on the strategic development of the academy facilities and premises. 2. To be responsible for the budget management of the premises including energy, cleaning, buildings and grounds maintenance and capital expenditure. 3. Manage the premises staff to ensure that the premises and facilities are maintained to a high standard and replaced and developed as appropriate. 4. Ensure contingency plans are in place in case of failure in services or equipment. 5. Ensure a safe and secure environment for the stakeholders of the academy to provide a suitable environment in which teaching and learning and other academy activities can be provided. 6. To liaise with the Trust and wider SLT on matters relating to the Premises Development Plan and/or Asset Management Plan. 7. Ensure ancillary services (catering, cleaning, etc.) are monitored and managed effectively, ensuring ‘Best Value’ is achieved. 8. To liaise with contractors affecting work in the academy to ensure that work proceeds with due consideration for the safety of all occupants of the building and minimum disruption to the life of the academy. 9. Promote energy conservation, energy efficiency and energy generation measures, where feasible,  in order to reduce carbon emissions and make financial savings. 10. Promote lettings of the academy premises and oversee the booking and income generation of all subsequent events.   **HR & Personnel:**  Directly line manage the Finance, Administration & IT, HR and Premises staff and be responsible for their professional development, appraisal and training as and when required.  Ensure that all activity relating to HR is consistent, compliant and in line with legislation including guidance to managers**.**  **Workforce Planning**   1. Assist the Headteacher in identifying and reviewing annual staffing needs in line with the Academy Development Plan including recruitment options. 2. Collates and provides reliable and relevant management information/data relating to recruitment and retention. 3. Provides timely and efficient explanation and support to applicants and managers to support the recruitment and selection process. 4. Manage the day to day upkeep of the Trust’s appointed Applicant Tracking System for recruitment and advertising purposes. 5. Administers safer recruitment processes, overseeing all pre-employment checks including maintaining an up-to-date Single Central Record (SCR) and Disbarring Service (DBS) 6. Supports the academy/trust in recording and delivering induction processes including safeguarding training, Code of Conduct and other relevant HR polices and procedures. 7. Administers and collates appropriate documentation relating to leavers.   **HR Processes**  To work with the Trust’s HR Business Partners/HR Officers with regard to strategic HR issues, keeping accurate and appropriate records, including but not limited to;   1. Organisational change and restructures 2. Diversity, Equality and Inclusion 3. Probation and Induction 4. Performance Management including capability and underperformance issues 5. Grievance and Disciplinary matters 6. Sickness Absence Management including overseeing referrals to Occupational Health 7. Employee wellbeing 8. Flexible working arrangements 9. Advise the Governors on the policy needed to show compliance with all legislation concerning employment protected characteristics and the implementation of these policies in the school.   **HR Systems and Payroll**   1. Responsible for the management and administration of the relevant MIS module, ensuring that personnel information is fully populated and up to date. 2. Ensure completion of associated DfE and Trust wide returns, including School Workforce Census, Gender Pay Gap, FOI requests are completed meeting relevant deadlines. 3. Manage the day to day upkeep of the Trust’s appointed HR system to ensure that trust wide employee statistical data can be prepared and that payroll related information remains accurate and up to date. 4. Produce annual salary statements and associated paperwork for all members of staff. 5. Work with the Trust’s Payroll & Pensions team to ensure that the academy’s payroll is processed accurately and on time.   **Health & Safety:**   1. Ensure appropriate health and safety policies are in place and clearly communicated. 2. Work with the Trust to ensure systems are in place to enable the identification of hazards and risk assessments are completed, including, but not limited to; fire safety, legionella assessments and asbestos surveys. 3. Ensure systems are in place for the implementation of effective planning, organisation, control, monitoring and review of the preventive and protective measures that are required to be in place to ensure health and safety compliance and the escalation and/or reporting of health and safety issues to the Headteacher, Trust, Governors and, where appropriate, the Health & Safety Executive. 4. Oversee the day to day workings of the academy to ensure that statutory Health and Safety obligations are being met. 5. To review the Emergency Procedures Policy / Business Continuity Plan to ensure that it remains relevant and up to date. 6. To ensure that the Fire Safety Officer arranges for regular fire drills and that such drills are completed and to monitor that fire alarm tests are regularly carried out. 7. Manage the day to day upkeep of the Trust wide implemented compliance tracking database (currently EVERY), to ensure that it remains up to date and accurate on an ongoing basis.   Any other duties as may reasonably be required from time to time, commensurate with the salary and/or level of responsibility of the post. | | |
| **Areas of Accountability and Discretion** | * All decisions made within the parameters of the job description | | |
| **Performance Management** | * The standards of the post holder will be measured through Kemnal Technology College’s Appraisal system by setting targets linked to this job description. The job description will be reviewed annually at the appraisal meeting. | | |
| **Discipline, Safeguarding, Health and Safety** | * Work in accordance with the guidelines set out in within all The Kemnal Academies Trust (TKAT) Policies * TKAT is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. To promote a safe environment for students, TKAT employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks. Part of this role is to follow these procedures and to ensure that students are kept in a safe, learning environment whilst at Academy name. * All staff must comply with the General Data Protection Regulation and in so doing ensure that all personal data is kept safe. Any data breaches must be reported to the TKAT Data Protection Officer immediately. | | |
| **General Responsibilities** | * Promote and uphold the College values of being Ambitious, Resilient and Considerate | | |
| **Sign/date Headteacher** | Date: | | |
| **Sign/date Employee** | Date: | | |

|  |
| --- |
| This job description and allocation of particular responsibilities may be reviewed and realigned following consultation. Such a review will take place as part of performance management and at any other time on request. |