



# Job Description

**Job Title:** Business Manager

**Reporting to:** Principal

**Grade:** 12 - 13

**Responsible for:** Academy support staff

## **Overall purpose of the post:**

To provide overall strategic leadership and management at an academy level of all aspects of administration, estate management, catering and operations support. The post holder will be the academy's leading support staff professional and provide leadership and management of the academy's support staff.

Be a fully active and participative member of the academy's Senior Leadership Team.

## **Main duties and responsibilities:**

- To be a member of the Senior Leadership Team of the academy, contributing to the strategic planning and decision making to ensure that the academy makes the best use of the resources available;
- To be responsible for the management of administration, data, estate management, health and safety, catering, operations support, human resources and ICT at an academy level;
- Liaise and communicate regularly with the academy Finance Manager to ensure that budget setting accurately reflects the academy development plans and operational needs;
- Undertake Performance Management for all staff that the post holder line manages and appropriately manage any underperformance;
- Deal with and provide advice to senior academy leaders on day to day aspects of the full range of HR management issues including; disciplinary, capability, recruitment, attendance management and implementation of HR policies;
- Plan, organise and manage the recruitment process on behalf of the academy, ensuring compliance with Trust policies and procedures;
- Maintain and manage the Single Central Record, in liaison with the HR Assistant;
- Monitor the attendance of staff and ensuring that attendance management policies are implemented fairly and effectively across the academy's workforce;
- Develop, review and implement effective risk management strategies, including business continuity planning and risk assessments in order to mitigate the risks to the successful operation of the academy and to ensure a safe and secure environment;

- Through the site team, be responsible for the management of premises and grounds, including site safety, security and ensuring compliance with all health and safety standards;
- Liaise with the Trust's Estates Director to take the lead on behalf of the academy for any site and capital works that are approved by the Trust;
- Work with the Trust's Director of ICT to ensure systems function effectively in a way that supports learning and teaching;
- Work with the Trust's Data Director to ensure that all necessary data is produced in a timely and efficient manner to inform the priorities of the academy;
- Demonstrate an active commitment to their own professional development.

### **Additional Responsibilities:**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.