STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

BUSINESS MANAGER

JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Provide strategic leadership and development of the business and resources functions of the school and its estate in line with overall Trust policies and procedures.
2. Provide operational management of all aspects of business services, including HR, facilities and estates, school administration, catering, IT, governance and regulatory and health and safety.
3. Lead on designated aspects of finance and admissions and attendance, working in collaboration with school and Trust leads.
4. Provide strategic information for the Principal and Governors.
5. Develop links with the wider Trust, community, families and local environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Relationships

1.1 Ensure excellent relationships with students, staff and parents to ensure that an effective service is provided to each of these stakeholders.

1.2 Support the Principal and the Senior Leadership Team to ensure that their responsibilities to the School are effectively undertaken through delegation to the admin team.

1.3 Liaise effectively with Star Central to foster working relationships and share good practice within the Star family of schools.

1.4 Liaise with ESFA and other stakeholders as may be necessary from time to time to oversee compliance within the school.

2 Management

2.1 Attend management team meetings and appropriate governor meetings.

2.2 Implement change as directed in accordance with the School Improvement Plan.

2.3 Provide outstanding operational management for all areas of responsibility.

2.4 Performance manage all staff with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.

2.5 Maintain an up-to-date understanding of Trust policies and procedures; and incorporate the implications within the operation of your role.

2.6 Support the maintenance and enhancement of the school's ethos and mission through own outstanding professional conduct and high expectations of others.

3 Financial Management

3.1 Work closely with the designated Finance Business Partner and Principal to ensure the effective delivery of financial processes within school.

3.2 Work closely with the designated Finance Business Partner to ensure the financial transactions of the school are up to date to allow accurate budget monitoring, within the financial system of the School (PS Financials).

3.3 Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions which are within the remit of the school.

3.4 Oversee and support the work of administrative staff who are responsible for ordering, receipt of goods and authorisation of payments through the school's financial system.

3.5 Support the designated Finance Business Partner to ensure that adequate purchasing and payment systems and procedures are in place and implemented (e.g. stock – invoice agreement/ petty cash etc.).

3.6 Support the designated Finance Business Partner to ensure that cash systems and procedures are in place and implemented.

3.7 Collect and reconcile school fund and dinner money where necessary.

3.8 Support the designated Finance Business Partner to reconcile all monies for school fund and school journey accounts and ensure that these are banked promptly.

3.9 Assume responsibility for dinner registers and free school meal authorisation.

3.10 Oversee processes to ensure an accurate and current asset register.

4 Facilities and Estates Management

4.1 Act as the school's Lead Person for Health and Safety and as Fire Officer ensuring fire wardens are appointed and trained.

4.2 Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the Senior Leadership Team, Governors, Trust and where appropriate the Health and Safety Executive

4.3 Ensure a safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.

4.4 Manage Health and Safety issues associated with the premises, ensuring compliance with relevant legislation in relation to all plant, equipment, mechanical and electrical systems in line with Trust procedures.

4.5 Ensure systems are in place to enable the identification and effective minimisation of hazards, including personally undertaking regular risk assessments including Fire, Legionnaires and Asbestos.

4.6 Ensure the safe maintenance and security operation of all school premises ensuring key holder and alarm monitoring systems are in place.

4.7 Work with the Trust Capital & Estates team to develop, manage and implement effective procedures for estate management and maintenance, ensuring that appropriate suppliers are selected from the Trust approved list.

4.8 Manage and organise the pre-planned & reactive maintenance of the school site and oversee the site operatives & cleaning operatives.

4.9 In accordance with the Trust's framework monitor, assess and review contractual obligations for school services in consultation and liaison with the Trust Capital & Estates team.

4.10 Ensure the supervision of relevant planning and construction processes are undertaken in line with contractual obligations any contractors on site are appropriately inducted.

4.11 Ensure a systematic procedure for asset management which ensures an accurate and current asset register.

4.12 Ensure ancillary services e.g. catering, cleaning etc., are monitored and managed effectively.

4.13 Manage any letting of the school premises to external organisations, for the development of the extended services and local community requirements.

4.14 Ensure the Trust's arrangements for insurance are effectively managed within the school.

4.15 Comply with all Trust reporting requirements in a timely manner.

5 Human Resource Management

5.1 Lead the day-to day management of HR within school, seeking advice and support from Star Central HR on complex matters where required.

5.2 Maintain personnel records in line with Trust guidance, including recruitment checks, salary assessments, sickness, training and holiday records.

5.3 Ensure SCR and HR paperwork is up to date.

5.4 Ensure the school's policies are clearly communicated to and followed by all staff in school, providing guidance and support to key HR processes including recruitment, sickness absence management and discipline and grievance.

5.5 Lead the recruitment, performance management, appraisal and development of all support staff in non-teaching related roles.

6 Management Information Systems

6.1 Support the operation of Management Information Systems to ensure their effective and efficient use across the school.

6.2 Manage the collection, collation and distribution of all statistical and statutory returns.

6.3 Assume responsibility for Bromcom management for the school.

6.4 Assume responsibility for Annual Workforce Census.

6.5 Assume responsibility for production of class lists, attendance lists, sickness etc.

7 School Administration

7.1 Manage the whole school administrative function and administrative staff.

7.2 Support the effective marketing of the school, including adherence to the school's agreed branding, the production of the school prospectus and general communication in print and through the website.

7.3 Deliver systems and structures for the effective management and administration of all areas of responsibility that deliver outstanding outcomes.

7.4 Work in collaboration with school and Trust admissions and attendance leads to support the effective management of these processes, including the in-year admissions process and implementing the school Admissions and Attendance policies.

7.5 Ensure the provision of effective office and reception services as the school's main public front

7.6 Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly.

7.7 Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when student leaves.

7.8 Advise parents of grants, school meals, school journey, income support, admissions applications.

7.9 Undertake the administration of after school clubs.

7.10 Undertake the administration of visits and school journeys – transport/ letters/ bookings/ money collection.

7.11 Take care of sick children and administer first aid.

8 Governance and Regulatory

8.1 Support the Principal and Senior Leadership Team to ensure that effective Governance and Regulatory systems within the school are adhered to.

8.2 Undertake the role of Data Protection Lead for the Establishment to support the Trust in ensuring compliance as Data Controller under the Data Protection Act; and

8.3 In acting as the Data Protection Lead ensure that the Establishment is supported in acting in accordance with Trust Data Protection Policies and Procedures, including the safe storage of Personal Data and the reporting of any breaches.

8.4 Support compliance with Policy and mandatory training requirements by ensuring staff access and follow up of any issues that are identified by Star Central.

8.5 Work alongside the Central Governance and Regulatory Team to ensure all members of the Local Accountability Board have a valid DBS and the Governors Single Central Record is kept updated.

8.6 Provide a suitable meeting environment for the physical meetings of the Local Accountability Board.

8.7 Support the Senior Leadership Team in managing the admissions and appeals arrangements.

9 ICT

9.1 Ensure ICT issues are correctly logged and managed on the ICT Service Desk tool, including escalation to the Central ICT escalated support service.

9.2 Manage all ICT requirements, including systems management, within the school in conjunction with available ICT resources.

9.3 Ensure contingency plans are in place in the case of a technical failure.

9.4 Ensure all ICT assets are correctly recorded and maintained on the ICT Service Desk tool.

10 Other Responsibilities

10.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.

10.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

10.3 Contribute to the wider life of the Trust and the Star community.

10.4 Carry out any such duties as may be reasonably required by the Trust.

11 Records Management

11.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.

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PERSON SPECIFICATION

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
QUALIFICATIONS				
1.	5 GCSEs including English and Maths at grade 9-4/A*- C.	**E**	✓	✓
2.	A degree qualification or equivalent.	**D**	✓	
3.	A professional qualification in Business Management, Accountancy, Human Resources and/or Premises Management.	**D**	✓	
4.	Evidence of Continuous Professional Development.	**E**	✓	✓
5.	Middle or senior management qualification.	**D**	✓	
EXPERIENCE				
6.	Management within a public/private sector setting.	**E**	✓	✓
7.	Experience in financial, HR, business and/or premises operations.	**E**	✓	✓
8.	Experience of managing administrative systems and procedures.	**E**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Good knowledge of effective ICT administration systems.	**E**	✓	✓
10.	Good knowledge of financial procedures and regulations in schools.	**D**	✓	✓
11.	A clear understanding of HR legislation, processes and systems.	**D**	✓	✓
12.	Knowledge of Data Protection legislative requirements and how to effectively manage a professional office in line with these requirements.	**E**	✓	✓
13.	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Governors and external agencies.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
14.	Sound knowledge of policy and practice regarding premises management, Health and Safety, and human resources.	**D**	✓	✓
15.	Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes.	**E**	✓	✓
16.	Ability to prioritise conflicting demands and thrive under pressure.	**E**	✓	✓
17.	Ability to take a problem-solving approach to tasks and develop valid and financially sound solutions.	**E**	✓	✓
18.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	**E**	✓	✓
19.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports.	**E**	✓	✓
20.	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system, if needs be.	**E**	✓	✓
21.	Ability to build and maintain effective working relationships with a wide variety of people.	**E**	✓	✓
22.	Ability to maintain strict confidentiality in all matters.	**E**	✓	✓
23.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.	**E**	✓	✓
PERSONAL QUALITIES				
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
25.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
26.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
27.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
28.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
29.	Commitment to working flexibly and as needed to ensure the highest professional service for students and staff.	**E**	✓	✓
30.	Adaptability to change and embracing of innovation and creativity.	**E**	✓	✓
31.	Highest levels of professional and personal integrity.	**E**	✓	✓
32.	A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency.	**E**	✓	✓
33.	Personal resilience, persistence and perseverance.	**E**	✓	✓
34.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	**E**	✓	✓
35.	Highly organised, literate and articulate.	**E**	✓	✓
36.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
37.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓