



## **JOB DESCRIPTION**

**Job Title:** Business Manager  
**Grade:** PO1 SCP 27 – 30  
**Reporting to:** The Principal

### **Job Purpose:**

To play a key role in ensuring the academy's operations run smoothly, efficiently, and sustainably, supporting the academy's mission to provide the best possible educational experience for our pupils. The Business Manager will be responsible for overseeing the business support team, including admin support, finance, premises maintenance, human resources and health and safety within the academy and will advise the Principal and Governing Body (GB) on the non-teaching activities of the academy.

Specific responsibilities of the Business Manager in relation to the business support functions are as follows:

### **Line Management**

Line Management of the business support team.

### **Duties**

- Training, development and appraisals of staff within scope of responsibility.
- Delegating duties as appropriate and setting priorities for staff.
- To oversee the induction and training plan for business support staff.
- Managing systems related to staff attendance, absence, cover and holidays.
- Preparing staff rotas, timetables etc.

### **Financial Management**

To manage the day-to-day financial operations of the establishment including financial administration and the smooth operation of financial systems. To ensure the academy is operating in line with the trust Financial Procedures, including securing best value in procurement and ensuring that income and expenditure are managed properly.

### **Financial Duties**

- Ensure academy compliance with the trust Financial Procedures.
- Manage use of the trust financial management system within the academy.
- Keep full accounting records for the academy.
- Liaise with the central finance team to prepare budget statements and reports for the Principal and Governors.
- Provide advice to the Principal on the financial position of the academy.
- Ensure that best value principles are upheld.
- Generate additional funding through grants etc where appropriate.
- Manage financial administration procedures.
- Manage procurement as requested by the Principal and senior leaders.
- Support and advise delegated budget holders in controlling their budgets.
- Participate in training with regard to all of the above.

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## **Human Resources**

To ensure the accurate and timely processing of payroll and contracts by the academy's administrative team. To liaise with the Central HR Team to ensure best practice and compliance with employment law.

### **Duties**

- Ensure academy compliance with the trust HR policies and procedures.
- Manage the academy's business support function, including administration support, finance, premises maintenance, human resources and health and safety.
- Oversee the HR related casework for the academy including recruitment, absence management, performance management, disciplinaries and grievances where appropriate.
- Maintain the academy CPD and training records, ensuring all mandatory training is kept up to date.
- Oversee the accurate and timely completion of the Central Single Record for the academy and SIMS for staff records.
- Ensure the smooth operation of payroll and contract processing by the academy's administration team.

## **Premises Management**

To manage the use and maintenance of the academy premises as the Health & Safety lead ensure the Health and Safety and smooth operation of the academy in liaison with the site manager. To manage and arrange lettings for the academy in line with the Academy Lettings Procedure.

### **Duties**

- Work with the site manager to ensure that the building is maintained to a high standard.
- Complete relevant Health and Safety training and maintain status through necessary refresher courses.
- Liaise with the Site Manager to ensure that evacuation and emergency procedures are in place and that necessary drills are carried out.
- Work with the site manager to ensure EVERY records are up to date and accurate.
- Ensure the academy Health and Safety Action Plan is fit for purpose.
- Ensure quotes and tenders are prepared in line with GB requests.
- Ensure arrangements are in place for the booking, staffing and smooth running of academy lettings.
- Liaise with the Site Manager to ensure the implementation of the Asset Management Plan.
- Ensure adequate insurance cover and monitoring of admin claims (e.g. sickness cover).
- Manage the academy inventory in line with audit requirements.

## **Hospitality and Promoting School Ethos**

Welcoming and advising parents and visitors as appropriate.

### **Duties**

- Ensure parents who visit the school are assisted with application forms, provide general information and liaise with Leeds City Council and Trust central teams for any other assistance required.
- Ensure front line welcome and assistance to all visitors.
- Contribute to and promote the overall work/ethos/aims of the academy.
- Support, uphold and contribute to the development of Equality and Diversity policies and practices in respect of both employment issues and the delivery of services to the community.
- Support, uphold and contribute to the development of other academy policies e.g. child protection, health and safety, security.
- Liaising with external catering agency in order to provide smooth operation of the service on a day-to-day basis.

## **Whole Academy Administration**

Ensuring that all school wide admin systems are current and efficient and then advising the GB as Appropriate.

### **Duties**

# GORSE

- Ensure internal and external communication and marketing material is of an excellent standard.
- Fulfil the role of Chief Privacy Officer.
- Manage allergy and medical information for pupils.
- Manage admission procedures.
- Manage the academy admin functions (and training other admin staff) including phone systems, records, secretarial support.
- Manage the administrative network for the academy.
- Prepare and produce academy records.
- Direct and manage the upkeep of pupil records including the link to assessment systems.
- Oversee the preparation and production of reports and returns to the LA, DFE and Governors including the CENSUS and pupil numbers and performance data.
- Act as point of contact for academy records and returns.
- Obtain licences and permissions as required.
- Assist the Principal in developing academy policies.
- Ensure service contracts are placed and performance standards monitored; prepare relevant reports to the Governing Body.
- Any other duties at the reasonable request of the Principal.

## **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**

## Person Specification

<b>Criteria</b>	<b>Essential/ Desirable</b>
<b>Qualifications</b>	
A level 4 diploma for school business managers or other relevant Level 4 Qualification or willing to work towards.	<b>E</b>
A degree or higher-level qualification in a relevant subject.	<b>D</b>
A Certificate in School Leadership.	<b>D</b>
<b>Knowledge and Skills</b>	
Excellent ICT skills (Microsoft Office) including ability to mail merge and use databases.	<b>E</b>
A comprehensive understanding of office procedures and working practice.	<b>E</b>
Understanding of HR procedures such as absence management, grievances and disciplinary procedures.	<b>E</b>
An understanding of equality and diversity.	<b>E</b>
Knowledge of performance management and appraisal procedures.	<b>E</b>
Able to communicate effectively, (in a polite, helpful and efficient manner) with a wide range of people, both face to face and over the telephone.	<b>E</b>
Good time management, organisation skills and the ability to prioritise.	<b>E</b>
Ability to communicate effectively, orally and in writing.	<b>E</b>
Able to work as part of a team, delegating as necessary.	<b>E</b>
Accuracy and attention to detail.	<b>E</b>
Able to work under pressure and meet conflicting deadlines.	<b>E</b>
Able to identify problems, use initiative and refer to senior staff as necessary.	<b>E</b>
Flexibility in order to adapt to the changing needs of the academy.	<b>E</b>
Commitment to fulfil all the requirements of the job and provide a good quality of service.	<b>E</b>
Honesty and integrity.	<b>E</b>
Ability to lead and motivate staff alongside high aspirations and expectations of self and others.	<b>E</b>
Customer orientated and able to relate well to adults and children.	<b>E</b>
An ability to maintain confidentiality.	<b>E</b>
Confidence, enthusiasm, flexibility, and responsiveness to change.	<b>E</b>
A desire to learn and to work with all to promote the aims of the academy.	<b>E</b>
Commitment to hard work, teamwork and supporting others.	<b>E</b>
Present a positive personal image, contributing to a welcoming environment.	<b>E</b>
An interest in education and schools.	<b>E</b>
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.	<b>E</b>
Commitment to Equality and Diversity.	<b>E</b>
Working knowledge of SIMS.	<b>D</b>
Working knowledge of ParentPay.	<b>D</b>
ICT qualification (RSA CLAIT / European Computer Driving Licence / or equivalent).	<b>D</b>
Knowledge of Safer Recruitment and Keeping children safe in Education.	<b>D</b>
Understanding of Evolve (Educational Trips) Administration Process and Health and Safety Risk Assessments.	<b>D</b>
Understanding of basic good financial audit standards.	<b>D</b>

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Experience	E/D
Supervisory and/or management experience.	E
Working as a member of a team.	E
Maintain accurate records using both manual and electronic systems.	E
Producing reports and using data.	E
Dealing with more complex queries from a wide range of people.	E
Working in partnership with others to deliver work to set deadlines.	E
Managing and developing a team.	E
Providing customer focused services.	E
Demonstrating and using own initiative.	E
Dealing with and implementing change.	E
Working in a school environment	D
Continuous Professional Development	E/D
Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
Enhanced DBS Clearance	E

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