

Job Description

Job Title:	Business Manager
Salary/Grade:	GLP Grade 6, SCP 23-28. pro rata
Contracted Hours:	37 hours per week, full time, year round position (Flexibility to 0.8 or 0.6 appointment available, with wage pro rata)
Academy Name:	Woodhouse Primary Academy
Location/Address:	Woodhouse Road, Quinton, Birmingham. B32 2DL

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This postholder is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Post:

The post holder will be professionally, technically, and managerially responsible for HR, Finance and Operations including Estates and Health and Safety across 1 primary academy, accountable to the Head of Finance and Corporate Reporting, Head of HR and Payroll and Head of Operations. The post holder will contribute to all elements of the Partnerships Strategic Plan as it relates to Businesses Services.

The Post Holder will manage the effective operations of the academy's offices. They will manage and monitor standards, processes, communications, training, and systems to ensure all responsibilities associated with the academies business services are adhered to.

The Post holder will work closely with the other Partnership Service Managers, Headteachers and Heads of Department within the Partnership to ensure Greenheart Primaries run effectively and efficiently and Headteachers are well supported.

Relationships:

Reporting to the: Headteacher

Line Managed: This role has line Management responsibility for Senior Administrators and wider sites teams including, Cleaners and catering staff.

Duties and responsibilities

Overall

This is a detailed list but is not meant to be exhaustive and the role will be required to support and manage all areas of HR & Payroll/Finance and Operations at Woodhouse Primary Academy:

- To meet with the Head Teachers and the Heads of Department at the Partnership regularly providing reports and updates as required.
- To contribute to strategic planning and decision-making
- To attend Partnership, relevant committees, and senior leadership meetings to present updates on estates, HR and finance as required
- To contribute to the Greenheart educational vision and to support school improvement accordingly.

Financial

- To ensure the smooth operation of the day-to-day finance functions at Woodhouse, effectively utilising our Senior Administrator and Administrator.
- To control, monitor and evaluate the academy's finances, ensuring compliance with financial requirements and ensuring value for money.
- To prepare clear and timely management and financial accounts, as required by the Head of Finance and Corporate Reporting.
- To undertake and ensure adherence to month end routines, ready for consolidation by the Head of Finance and Corporate Reporting including but not limited to:
 - Month end accounts and reporting.
 - Undertake salary reconciliations monthly, solving variances and updating the HR system accordingly, while informing the Partnership Head of HR and Payroll as appropriate.
 - Complete journals and accruals and prepayments and other month end transactions on the accounting system.
- Support the financial management and procurement of capital projects within the academies
- To ensure that effective controls and checks are in place in respect of income and expenditure, i.e. government's grants, catering, lettings, etc.
- To act as cost centre manager for specific budget areas, if required.
- Ensure all accounting documents, purchase orders, sales Invoices and purchase orders etc. are processed accurately and on a timely basis.
- To be accountable and able to prepare payments runs, with checks and authorisations on the accounting system to be processed centrally.

Financial Planning & Analysis

- To ensure management accounts and budgets/forecasts are produced on a timely basis as outlined by the Head of Finance and Corporate Reporting.
- To be responsible for salary forecasts, annual budgets and preparing annual plans in consultation with the Head Teacher and Head of Finance and Corporate Reporting
- To prepare cash-flow forecasts and balance sheets to ensure that the academies' cash positions are consistent with their obligations and to support the Chief Finance and Operations Officer to invest surpluses prudently.
- To undertake Curriculum Led Financial Planning.
- To use and ensure accurate records are maintained in the Trust Finance (PS Financials) and Budgeting (IMP) Systems.

Financial Compliance

- To be responsible directly to the Head of Finance and Corporate Reporting for all financial and accounting procedures in the academy included in the Scheme of Delegation
- Work with the Head of Finance and Corporate Reporting to ensure any necessary financial reporting to the DFE, EFSA, Trust Board and its sub committees or other government body e.g. Annual Accounts Return, Budget Forecast Return, SCA report, VAT returns etc. are completed on a timely basis.
- Ensuring that the Academy complies with the Academy Trust Handbook.
- Support the Head of Finance and Corporate Reporting to ensure any tax obligations are discharged correctly and effectively, including the accurate recording of VAT, VAT Returns and Corporation tax returns.
- To be responsible for managing financial inspections by Partnership: internal and external audit and other bodies and taking action on any recommendations made at an academy level.
- To play a key role in the further development of robust financial systems and processes, including their on-going review and improvement and to be responsible for their implementation at academy level.
- To ensure the effective implementation and operation of financial controls within the academy and support budget managers with budget reports and budget management
- Undertake consolidation work on a monthly/termly and annual basis for the designated academies as required by the Head of Finance and Corporate Reporting i.e., management accounts KPI and Benchmarking.

Other Finance

- Work with colleagues to prepare bids and claim grants and other funding, ensuring all streams of revenue are fully secured and accounted for.
- To support the Head of Operations in the production, maintenance and review of the academies' risk registers and take action to address any high-risk areas.
- To support the academy and the Partnership in contract agreements and tendering exercises as required.
- Working with colleagues to monitor service level agreements and contracts to ensure effectiveness of delivery and value for money, negotiating more favourable terms where possible.
- Work with the Head of Finance and Corporate Reporting to streamline contracts and move to centralised procurement.

Estates:

- To be responsible directly to the Head of Operations for all estates procedures across the academy.
- To control, monitor and evaluate the academy's estates procedures, ensuring compliance with legal and other requirements and ensuring value for money, supported by academy estates staff.
- To work with the academy Estates Team to manage the estates maintenance and improvement budgets and ensure all financial procedures are adhered to in the award of contracts and services.
- To ensure there is a full suite of risk assessments available for Woodhouse Primary Academy.
- To ensure the effective implementation and operation of health and safety policy and controls within the academies and support site staff in identifying and resolving local issues.
- Maintain plans of the buildings and grounds including locations of call points, fire protection and fire-fighting equipment, emergency shut offs, stopcocks and meters.
- Manage estates projects including developing project plans, procurement and delivery on behalf of the Partnership as directed by the Head of Operations.
- Ensure the Academy's Premises Management Policy is followed and advise on improvements as required.
- Prepare, implement, and monitor academy estate management plans in conjunction with the Head Teacher, academy estates staff and the Head of Operations.

Health and Safety

- Be responsible for health and safety compliance across the academy.

- Ensure Health and safety is well managed across the academy.
- Ensure the Health and Safety Policy is in place and adhered to.
- Be one of the main points of contact for the partnerships Health and Safety provider on site.

Other Estates

- To ensure regular communication with staff on health and safety and estates issues.
- To undertake relevant risk assessments and any other assessments as directed by the Head of Operations in conjunction with the Head Teacher.
- To ensure contractors are provided with timely information in order to operate in a safe way
- To ensure that the academy is operating first aid and accident reporting appropriately and in line with Health and Safety procedures.
- To support the Head Teacher and the Head of Operations with delivery of the Estates strategy and premises management plan.
- To work with academy site staff to manage Facilities Management contracts at academy level, ensuring compliance at all times.

HR

- Support the development of the provision of HR services across the academy, responding to staff issues as appropriate
- Ensure all staff are onboarded/removed from all systems accurately and in a timely manner, ensuring all annual leave, staff absence, pensions and pay etc. are recorded accurately.
- Provide, with support from the Head of HR and Payroll, accurate advisory services to the Head Teacher and Managers. This will include:
 - provision of advice to the Head Teacher and other Leaders on employment practices, pay and conditions of service, and legal and best practice implications of employment issues.
 - advising and supporting a wide range of HR issues, including recruitment and selection (including attendance at interviews), discipline, capability, absence, and grievance, together with attendance at relevant meetings.
 - leading on change management programmes/initiatives, ensuring that all activities are firmly aligned with the needs of the academy and partnership and consistent with their legal obligations.
 - establishing productive and proactive dialogue with employees and their representatives to facilitate change, resolve conflict and promote a positive working environment.
 - modelling good practice, leading by example, and advising leaders of their statutory obligations.
- Proactively manage casework including managing disciplinary and grievance processes; change management, remodelling of job roles and variations of contracts.
- Support on the development, implementation and monitoring of HR strategies, policies, and procedures
- Effectively gather, report on and use HR and payroll data and metrics to underpin best practice and effective people management and planning
- Manage and coordinate the recruitment and selection activity for the academy.
- Conduct regular HR and Payroll health checks in the academy, including but not limited to; contract reviews and SCR compliance monitoring.

Policy and Project Work

- To contribute to the development, delivery and review of all HR and payroll/Finance and Operations Policies and Procedures and relevant SLA's, ensuring at all times, the provision of services of the highest quality, to meet the expectations of academy and the partnership.
- To promote and enhance effective practice across the Partnership, including supporting the Head Teachers in assuring consistent application of HR and Payroll/Finance and Operations standards and policies.

- To support the partnership as required with the onboarding process of new academies.

Other

- To ensure data is stored in all systems used within the academies accurately, including but not limited to; Pupil and Workforce Census data, financial data, HR and Payroll Data.
- Ensure all statutory compliance is adhered to within HR and payroll, Finance and Operations
- Ensure the academy follows the Partnerships GDPR policy and support to ensure this is effectively managed in academies
- Support the Academy on meeting Freedom of information requests.
- Work with the Head Teacher to ensure website compliance.

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with Greenheart's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Fluency - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

Health and Safety - The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff within the Greenheart Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and teamwork is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:	Chief Finance Officer, Head Teacher	Date of issue:	September 2024
Signature of Postholder		Date of signature:	

