



# MAC Business Partner Grade 10 Job Description & Person Specification

**EMMAUS**  
CATHOLIC MAC  
Our journey with Christ

## **Job Description for MAC Business Partner**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade 10 (SCP 32-35)  
£40,221 - £43,421 per annum

**Line Manager:** Chief Finance and Operations Officer

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

The post holder will report to the Chief Finance and Operations Officer with day to day responsibility to the Senior Leadership Team Centrally and the School Principal when in schools, for personnel management, estate management, financial management, and all matters within the management of the schools which are supportive to, but do not directly involve teaching and learning. The role involves working closely with the Principal, Senior Management and Emmaus Catholic Multi Academy Central Team, under the direction of the Chief Finance and Operations Officer.

Post holder line management responsibilities to support Principal.

- Administration Staff
- Site Manager's
- Lunchtime

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

The postholder will be required to work Monday to Friday, 37 hours per week. Hours and weeks to be agreed

#### **PLACE OF WORK**

The postholder will be expected to work between a number of MAC Schools and the Central Office. Therefore, the role will have an expectation for travel within the local area.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

#### **Main Duties and Responsibilities**

##### Leadership

- Managing and supporting the staffing operation of the school office and all administrative/premises staff within the school.
- Motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery.
- Ensure appropriate staff development programme for administrative/premises staff.
- To provide support as relevant to the Central Leadership Team and School Principal.
- To promote the MAC and School to different audiences and raise the profile within the local community.

- To manage the efficient and effective running of the general office as one of the school's main points of public contact, as well as the centre of daily administration. Empowering staff members to do their best at delivering this service.
- To advise the Central Leadership Team and School Principal on matters relating to premises, finance, personnel and health and safety management.

### Building and Compliance

- To monitor, implement and review the MAC / School's Health and Safety Policy including the introduction of all risk assessment procedures with the support of the MAC.
- To implement risk management and loss prevention strategies in the school to reduce damage and costs to school including the completion of school risk assessments.
- To support all staff as appropriate, advising on all Health & Safety matters, including measures in the event of emergencies.
- To report to Central Senior Leaders and Principal on Health and Safety, if and when required.
- In co-operation with professionals, oversee the installation and maintenance of equipment for protection against and escape from fire; keeping records and initiating regular fire practices.
- In line with Emmaus MAC strategy, taking the lead on compiling and implementing a Premises Development Plan including energy conservation.
- Implement the Emmaus MAC strategy to compile and apply all MAC/School policies and plans e.g. Asbestos Management Plan, Water Hygiene Plan.
- Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out and progress monitored.
- Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering whilst working with the MAC to report these to senior leaders.
- Appraise projects for the development of the school.
- To be responsible to the Central Senior Leaders and School Principal for the security, maintenance, heating, cleaning and other general site services within the premises.
- To be responsible for the letting of the school premises to outside organisations including keeping accurate records and updating the central finance team for billing support. The development of all school facilities for out of school use, with particular reference to the local community.
- Purchase, repair and maintenance of all furniture, equipment and fittings.
- To monitor the work of on-site contractors and arrange for estimates for work.
- To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims.
- To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to the Central Senior Leaders and Principals as appropriate.
- Ability to relate positively to pupils, to act consistently upon guidance together with managing needs and behaviour.

## HR

- Managing and support office staff with the recording of school staff attendance and leave to ensure a continuous service throughout the year and HR documentation is up to date.
- Monitoring the effectiveness of the premises and lunchtime staff to meet the needs of the school.
- To remain up to date with current human resources best practice.
- To be responsible for all human resources / general personnel and recruiting matters, ensuring required pre-employment checks are carried out for new employees.
- To support the schools with the maintaining of the single central record this could include weekly monitoring to ensure that school office staff are keeping it up to date in line with statutory requirements or when the need arises maintaining the SCR in its entirety.
- Dealing with staff queries, expenses, sickness and maternity procedures etc.
- To participate and advise in the recruitment process for all new staff, ensuring the Emmaus Safer and Fairer Recruitment process is followed.
- To ensure all contract amendment changes, supply claims, new appointments, resignations, absences are notified to the Payroll Provider and the MAC appropriately and in a timely manner.
- To ensure all payroll and personnel queries are dealt with professionally and accurately.
- To monitor staff absences and income due from absence insurance if applicable. Reporting any triggers to the Principal so they can be dealt with.
- To undertake staff training and induction as necessary.
- Supporting with the processing of school's payroll where required.
- Completing the performance management process with line managed staff at school.

## Finance

- In line with the Emmaus MAC strategy be responsible for supporting schools with the strategic planning including all financial implications and supporting the Principal to ensure that the school makes the best possible use of resources available.
- To keep abreast of legislation, national guidelines and local arrangements in relation to school finance, premises, health and safety and other related matters.
- To support the principals and the LGB to set three-year balanced budget using the MAC's software with the support of the MAC Accountant and finance team.
- Responsibility for income generation supporting the Principal.
- Ensuring the school has appropriate financial systems and follows MAC procedure for managing all aspects of the school's financial systems (including voluntary funds such as donations) in accordance with the MAC agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Chief Finance and Operations Officer, LGB, Principal and Central Senior Finance Team.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the MAC are observed.

- To prepare financial proposals for particular projects and the development of long-term initiatives for the school, supported by the MAC finance team.
- To co-operate with audit procedures as necessary.
- In conjunction with the MAC to negotiate, manage and monitor contracts and service level agreements.
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering to meet financial regulations and standing orders set by the MAC.
- Attend Local Governing Body meetings termly to present finance information.
- To be responsible for securing bid based competitive funds by effective use of bidding systems and contact while considering the whole MAC.
- To be responsible for seeking professional advice on insurance and handling any claims that arise with RPA.
- Supporting staff responsible for delegated budgets with the MAC procedures, which enable them to monitor these budgets.
- To coordinate planning, with the ICT team, for the effective provision of ICT resources at the school including hardware/software and the efficient running of the ICT system, supported by the MAC.

### General

- To provide for the preparation and production of all school records and publications including additions to the website.
- To provide advice to the Principal, LGB and the MAC on admissions and appeals policy supporting the school admissions and appeals policy.
- The Business Partner will be involved in promoting the school and is responsible for improving the school's relations with parents, employers and local community including:
  - Development of the extended schools' programme.
  - Strategic management of wrap around care.
  - Promoting the lettings programme within the school.
- Have a sound understanding of safeguarding in an educational setting and be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection
- Support the school's policies and procedures.
- Contribute to the overall ethos of the School and MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar

on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for MAC Business Partner Grade 10**

Task	Essential	Desirable
<b>Qualifications and Training</b>		
G.C.S.E's 4 and above in Maths & English, or equivalent.	✓	
Full Paediatric First Aid (PFA) (in date, within 3 year timeframe)		✓
Very good numeracy and literacy skills.	✓	
Certificate in School Business Manager or NVQ Level 4 in Business Administration or equivalent.	✓	
IOSH / NEBOSH Qualification		✓
Experience of PS Financials / IMP Budget software		✓
<b>Knowledge and Experience</b>		
Proven and demonstrable experience working in school administration or at a management level or financial position	✓	
Previous finance experience including accounts payable, accounts receivable, account reconciliation, query management. Maintaining financial records	✓	
Experience of managing priorities in a pressured environment whilst meeting agreed deadlines /timescales	✓	
Ability to apply numeric and thorough analytical skills in order to produce accurate, timely and meaningful information.	✓	
Experience of line management responsibility, and supporting colleagues. To include experience of HR Policies and Processes, and Safer Recruitment requirements as per KCSIE 2021.	✓	
Experience of keeping the Single Central Record accurate and up to date, keeping up to date with any changes in KCSIE.	✓	

Financial management experience in a school setting	✓	
Ability to understand and apply regulations such as health and safety, building compliance and statutory checks, academies trust handbook, governance framework etc.	✓	
Experienced in the use of computer packages e.g. SAGE Education, PSF, SIMS, ARBOR ETC	✓	
<b>Practical Skills</b>		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
Able to persuade, motivate, negotiate and influence	✓	
Ability to challenge constructively and effectively	✓	
Able to manage a team effectively - organise, lead and motivate	✓	
Able to plan and develop systems	✓	
To work flexibly to meet the needs of the school.	✓	
Committed to safeguarding and welfare of all pupils	✓	
<b>Personal Qualities and Attributes</b>		
Reliable	✓	
Driver, own car.	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Organisation, time management and prioritisation skills	✓	
Motivation to continually improve standards and achieve excellence	✓	
Maintains confidentiality and discretion at all times	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team.	✓	
Ability to relate well to children and adults.	✓	



Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

