



not to have more but to be more
saint oscar romero

Executive Business Manager

Responsible to: Executive Headteacher

Responsible for: Premises Officers
Administrative Assistants
Technicians

Grade: P05 Spine Points 40-42 £47,352 - £49,428

Purpose of the post:

- To ensure that the children of Aspire London are at the heart of each decision made
- Responsible to the Executive Headteacher and the Governing Body for the efficient conduct of the schools' finance, business, HR, Admissions and premises, ensuring the schools make the best possible use of available resources
- Be a member of the senior leadership teams
- Responsible for risk management and Health & Safety including overseeing of school trips and residential school journeys to ensure best value is obtained and policy is followed
- To market the schools and explore opportunities for generating additional income, developing partnerships in the local community and beyond
- To line manage school admin and premises teams
- Day to day management of third-party contracts including all service level agreements.

Responsibilities of the post:

Strategic Role

1. Responsibility for strategic financial planning in order for the schools to make the best possible use of resources available
2. To keep abreast and advise on current government, Diocesan and Local Authority financial policy and procedures
3. To be a member of the senior leadership teams with direct responsibility to the Executive Head teacher and Governors, attending management and governing body meetings where appropriate
4. To assist the Executive Headteacher with formulating and developing school needs, action planning, priorities, policies and procedures ensuring these are communicated to staff and consulted on as appropriate
5. Take all decisions in line with the vision and values of Aspire London and encourage others to do the same
6. To be responsible for the Implementation of the admissions and appeals process
7. To maintain confidentiality when required.



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Personnel Management

1. To be responsible for the personnel administration processes of Aspire London
2. To be responsible for overseeing the single central register, ensuring that Aspire London follows safer recruitment guidelines and practice for all adults working within the schools.
3. Overseeing the duties associated with the safer policies and procedures in the recruitment of staff, visitors and volunteers
4. Ensuring all HR processes and systems are legal, compliant with policies and best practice and are efficiently undertaken and processed
5. Ensure the workforce census is completed accurately and within the time frame stipulated.

General Management and Administration

1. To provide management and leadership for the Administrative, Technician and Premises staff including regular supervision and performance management
2. To provide liaison and support for the Governing Body as required
3. To examine opportunities for marketing the schools including the maintenance and development of school communication systems including the school websites, digital signage, the school brochures and newsletters making recommendations on these to the Executive Headteacher
4. To develop and maintain close working relationships with the Diocese, local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids for these
5. To implement statutory, Diocesan or LA requirements in compliance with current legislation
6. Responsible for liaison with the kitchen and contractors

Financial Accountancy

1. To formulate short and long term budget strategies with agreed procedures which are reviewed biannually and prepare and present the budgets for approval by the Executive Headteacher and Governors with regular financial updates and reports over the year
2. To attend meetings of the Governing Body providing advice and monitoring reports as required
3. To operate all school bank accounts and to undertake monthly reconciliations
4. To prepare financial returns as requested by the DfE, the LA, Inland Revenue and other statutory authorities
5. To be responsible for the presentation of regular management analyses reports and longer term assessment on income and expenditure in relation to the school budgets within the School Improvement Plan
6. To monitor and control expenditure of all ordering, receipting of goods and payment of invoices. To undertake the accounting for the school, recommending appropriate action where necessary
7. To ensure that all finance procedures are carried out in line with current regulations and LA Financial Regulations and that effective monitoring systems of income and expenditure are



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operated. To develop and maintain the schools Financial Procedures Manual and ensure that it is kept up to date

8. To obtain comparative quotes, where appropriate, in order to receive best value for money.
9. To review annually Service Level Agreements offered by the LA and consultants to achieve best value for money.
10. To be responsible for ensuring the banking of monies, payment of invoices, chasing monies owed to the school, and authorise supply staff claims
11. To continually monitor and review in the best interests of the schools, the schools' insurances and process claims where loss or damage occurs
12. To be responsible for monitoring of asset registers and loan systems for the schools, including identifying resources and equipment to be written off and a programme of replacement
13. To prepare bids for capital development projects and other grants
14. To ensure that accounts and supporting documentation are made available to the external auditors for examination within the timescale requested.

Premises

1. To arrange for all premises and liability insurance policies to be taken out annually
2. To ensure that contracts for annual health and safety checks are carried out by the relevant professionals
3. To oversee a programme of risk assessments and fire drills.
4. To maintain a lettings policy for the schools and explore avenues for letting premises and increasing income.
5. To ensure that Statlog is maintained in relation to premises management.

Equal Opportunities

To implement Aspire London's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Although this job description is intended to be comprehensive it is not exhaustive. The Federation recognises that the post holder may do work which is not covered in the above. The nature of the role is such that there will always be tasks which arise from the close working relationship with all members of the school community. It is also recognised that in order to enable staff to carry out their duties in a safe and efficient manner there is a commitment on the part of the federation to the necessary training and equipment being made available.



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Person Specification

Qualifications

1. Certificate of School Business Management from the National College for School Leadership (NCSL) or recognised equivalent qualification.
2. Degree or recognised professional accounting qualification desirable

Experience

1. Experience of budget management and financial regulations applicable to schools
2. Experience of using management information systems for administrative purposes
3. Experience of providing high-level administrative support including experience of managing staff
4. Experience of personnel management including recruitment, contract administration and payroll procedures
5. Experience of premises and/or site management

Skills

1. Communicate clearly and effectively, both orally and in writing to a range of people.
2. Negotiate and liaise confidently and at a senior level with stakeholders and outside agencies
3. Work to tight deadlines and adapt quickly and effectively to changing situations.
4. Work on own initiative as well as part of a team and judge when to take decisions and when to take advice
5. Work creatively, to generate and develop ideas to improve efficiency and success of Aspire London
6. Analyse and interpret complex written and financial information
7. Lead a team in a co-operative and supportive way
8. Motivate and inspire others

Personal Qualities

1. A good sense of fun
2. Proactive approach to work being responsive and supportive with a desire to be involved in the life of both schools
3. Hard working and enthusiastic, presenting a professional manner at all time
4. Sympathetic to the Catholic ethos of Aspire London
5. A love of our children and the determination to offer them all they deserve.