

## Job Description

<b>Job Title:</b>	Regional Business Lead
<b>Grade/Salary:</b>	GLP Grade 7 / SCP 29-33 / £50,787.80 - £54,890.98 pa
<b>Contracted Hours:</b>	Full-time (37 hours per week)
<b>Team:</b>	Central
<b>Location/Address:</b>	Academy based with minimum of 1 day in the Burntwood office

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. The 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.

At Greenheart, everyone is supported to become **confident, creative** and **successful** lifelong learners and **active** and **informed** members of their communities. Greenheart people always:

- Find shared solutions to problems
- Try new things
- Take ownership
- Keep learning and learn from each other
- Treat everyone fairly and kindly

### Purpose of the Post:

The postholder will be professionally, technically and managerially responsible at an academy level for HR, payroll and pensions, Finance (supported by Partnership Management Accountant), Operations including Estates and Health & Safety across 3-4 primary schools, depending on the size of academies with 5 forms of entry in total. This vital role will form part of the Partnership's Management Leadership Team (MLT) and will be accountable to the Chief Financial & Operations Officer (CFOO).

The role will be supported and directed through a collaborative approach of regular MLT meetings by the Head of Finance & Corporate Reporting, Head of Payroll & Pensions and Head of Operations.

The postholder 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 postholder will also work closely with the other Regional Business Leads, Headteachers and Heads of Department within the Partnership, to ensure Greenheart primaries run effectively and efficiently and Headteachers are well supported.

### Relationships:

**Reporting to:** Chief Financial & Operations Officer

**Line Management:** Matrix Management – this role is supported by Senior Administrators and the wider site teams including site managers, caretakers, cleaners and catering staff. Line management for academy staff remains the responsibility of the Headteacher.

### Duties and responsibilities

#### Overall

This is a detailed list but is not meant to be exhaustive and the postholder will be required to support Headteachers to manage all areas of HR & Payroll, Finance, Operations and IT at their assigned academies:

- To attend academy senior leadership team meetings as required.
- To attend weekly Partnership MLT meetings.
- Collaborate with Heads of Department to complete Partnership reports for Headteachers.
- To support Headteachers to complete reports for the Partnership.
- To contribute to strategic planning and decision-making.
- To contribute to the Greenheart educational vision and to support school improvement accordingly.
- To take a pro-active role in building capacity within your regional, including training and development of relevant staff.

#### Financial

##### *Supporting Headteachers to manage:*

- The smooth operation of the day-to-day finance functions in the academies, effectively utilising Senior Administrators and Academy Administrators.
- Control, monitor and evaluate the academies' 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 & Corporate Reporting, accruals and pre-payments, to be reviewed and posted by the Partnership management accountant.
- Adherence to month end routines, ready for consolidation by the Head of Finance & Corporate Reporting including, but not limited to;
  - month end accounts and reporting;
  - supporting Headteachers to complete salary reconciliations monthly, uploaded to IMP Rec tool by Partnership finance, solving variances and updating the HR system accordingly, while informing the Partnership's Head of Payroll & Pensions as appropriate and ensuring the budget system is kept up-to date; and
  - supporting Headteachers to ensure all transactions are coded correctly in the finance system and that changes required are logged with the Partnership management accountant; ensuring all reconciliations of Bromcom and bank and credit cards are undertaken at a local level.
- The financial management and procurement of capital projects within the academies, co-ordinating as needed with the Head of Operations and Head of Finance & Corporate Reporting.
- To ensure that the Partnership controls and checks are in place in respect of income and expenditure, ie. government's grants, catering, lettings, etc.
- To act as cost centre manager for specific budget areas, if required as directed by the Partnership.
- Ensure all accounting documents, purchase orders, sales invoices and purchase invoices etc. are processed accurately and on a timely basis.

- To ensure payments runs are prepared, 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 & Corporate Reporting.

### ***Supporting Headteachers to manage:***

- Salary forecasts, annual budgets and preparing annual plans in consultation with relevant heads of department.
- Prepare cash-flow forecasts for the local bank accounts.
- Curriculum Led Financial Planning.
- Ensure accurate records are maintained in the Partnership's Finance (PS Financials) and Budgeting (IMP) Systems.

## **Financial Compliance Matters**

- To be responsible at your designated academies for managing financial inspections by Partnership internal and external auditors and other bodies and taking action on any recommendations made at an academy Level as directed by the Head of Finance & Corporate Reporting.
- To play a key role in the development of robust financial systems and processes, including their on-going review and improvement and to be responsible for their implementation at academy level.

### ***Supporting Headteachers to manage:***

- All financial and accounting policies and procedures in the academy as per the Scheme of Delegation
- The requirements of corporate reporting to ensure any necessary financial reporting to the DFE, EFSA, Partnership Board and its sub committees, ie. Annual Accounts Return, Budget Forecast Return, SCA Report, VAT returns etc. are completed on a timely basis.

## **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 academies 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 & Corporate Reporting to streamline contracts and move to centralised procurement.

## **Estates**

- Prepare, implement, and monitor academy estate management plans in conjunction with Headteachers, academy estates staff and the Head of Operations.

### ***Supporting Headteachers to manage:***

- To deploy, control, monitor the academies' estates policies and procedures, ensuring compliance including safeguarding.
- The academy Estates Team.

- A full suite of risk assessments.
- 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.
- Maintenance plans of the buildings and grounds including locations of call points, fire protection and fire-fighting equipment, emergency shut offs, stopcocks and meters.
- Estates projects including developing project plans, procurement and delivery on behalf of the Partnership.

### **Health and Safety**

- Be one of the main points of contact for the Partnership's Health and Safety provider on site.

### ***Supporting Headteachers to:***

- Ensure the Health and Safety Policy and procedure are in place and adhered to within their academy.
- Ensure Worknest is fully compliant and up to date for their academies.
- To undertake relevant risk assessments and any other assessments.
- Ensure contractors are provided with information in order to operate in a safe way.
- To ensure that each academy is operating first aid and accident reporting appropriately and in line with Health and Safety procedures.
- Manage Facilities Management contracts at academy level ensuring compliance at all times.

### **HR**

- Signposting on a wide range of HR issues, including recruitment, discipline, capability, absence and grievance.
- Supporting on change management programmes/initiatives, ensuring that all activities are firmly aligned with the needs of the academies/Partnership and consistent with their legal obligations.
- Support on the development, implementation and monitoring of HR strategies, policies and procedures.
- Conduct regular HR and Payroll health checks in each academy, including but not limited to contract reviews and SCR compliance monitoring.

### ***Supporting Headteachers to manage:***

- The implementation of Partnership HR policies and procedures.
- Effectively gathering, reporting on and use HR and payroll data and metrics to underpin best practice and effective people management and planning.

### **Other**

- Undertake detailed analysis and commentary work on a monthly/termly and annual basis for the designated academies as required by the Partnership

### ***Supporting Headteachers 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 academies follow the Partnerships GDPR policy and support in works to ensure this is effectively managed in academies.
- Comply with Freedom of information requests.

- Ensure website compliance.
- Produce, maintain and review the academies' risk registers and take action to address any high-risk areas.

**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 Partnership 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 Partnership.

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

**Pension** –The postholder will be auto enrolled in the LGPS (local government pension scheme).

**Annual Leave** – The Partnership's holiday year runs between 1<sup>st</sup> September and 31<sup>st</sup> August. The employee is entitled to holiday under the Greenheart Central Staff holiday entitlements. The postholder is required to take holiday in periods that limit the impact to the normal running of the Partnership

**Notice Period** –The postholder is subject to a 3-month notice period. The Partnership reserve the right, by written notice, to place the postholder on 'Garden Leave' for the whole or part of the remainder of their employment. The postholder will continue to receive basic salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement.

**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 postholder 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 postholder before any changes are implemented.

Developed by:	Chief Financial & Operations Officer	Date of issue:	April 2025
Signature of Postholder:		Date of signature:	