



Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Kentmere Academy
Job Title:	School Business Manager Level 1
Hours:	36 ¼ hours, working Term Time Only + 8 days (200 days)
Grade:	Grade 6
Accountable to:	Headteacher
Accountable for:	Administrator Level 2
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.• A full driving licence and access to a vehicle with business insurance is required.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

To play a key strategic role within the school, with responsibility for management of Finance, Personnel, Training and Development of staff, Estate management and strategic planning to ensure the school makes the best possible use of resources available.

- To provide business support to the Headteacher and lead the business functions of the Academy.
- To manage the day to day running of finances in school.
- To be responsible for effective risk management including management of third party service contracts, and obtaining and maintaining necessary licenses and permissions.
- To be a lead member of the Risk Team. (Attend regular meetings, be responsible for checking the Compliance Tracker and ensuring that Cal Q Risk is regularly reviewed. Provide updates for governors when required and a written Annual Report - completed with the Site Manager).
- To be responsible for the management of support staff across the school including staff absence management and HRA processes.

- Perform his/her duties in accordance with the Academy’s Equality and Diversity Policy.
- Be able to render regular and efficient service to undertake the duties of this post.
- To prioritise safeguarding and support the work of the Safeguarding Team.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher
 Deputy Headteacher
 Senior Leadership Team
 Colleagues
 Teaching Staff
 Associate Staff
 Students
 Parents
 Visitors
 Contractors
 Governors /Trustees

Organisational Chart

Head
Deputy Headteacher
School Business Manager
Admin L2, Site manager, kitchen manager

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness.

Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:



1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

Work with the Trust central team to:

- Provide advice to the Headteacher and Governing Body on financial policy and procedures and to contribute to the business plan.
- Provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately on any exceptional problems.
- Obtain agreement on budgets and monitor these against budgets, prepare regular management accounts for budget holders.
- Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Senior Management Team accordingly.
- Be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting an annual review.
- The ordering, processing and payment of all goods and services provided to the school.
- The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
- Maintaining an assets register.
- Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- To maximise income generation within the ethos of the school
- Handling any insurance claims that arise
- Ensure that new staff have DBS clearance, medical clearance and to ensure all information is passed to Trust HR.
- Complete the administration for staff recruitment, ensuring that all staff records are kept confidential and secure.
- Staff absence management: Monitor and manage staff attendance, including conducting HRA (Health Related Absences) and return to work procedures.

Work with the Head of School to:

- Lead on the management of Arbor, ensuring data integrity for Admissions, FSM (Free School Meals) eligibility, and the timely completion of the School Census.
- Act as the lead for GDPR within the school.
- Be the point of contact with central and other agencies.
- Be responsible for the arrangements for school facilities including: catering, transport including the minibuses and drivers, bookings for school facilities, provision of facilities for additional tuition out of school hours.
- Be responsible for the line management, recruitment, professional development, appraisal and training of all support staff.
- Monitor and implement the Trust's health and safety policy to comply with the requirements of the



Health and Safety at Work Act and other legislation.

- Act as the school's Health and Safety Coordinator and Fire Officer, including conducting risk assessments and taking proactive action to minimize hazards.
- Provide leadership and guidance for support staff including direct line management responsibility where appropriate for administrative and clerical, welfare and teaching assistants, premises and maintenance staff, cleaners and caterers.
- Arrange supply staff, including undertaking vetting and authorising their timesheets.
- Coordinate site staff to maintain the school site and the buildings,, including plant, lighting, heating, domestic hot water, cooking, ventilation, water softening, energy conservation etc.
 1. the upkeep of playing fields, land drainage and ensuring the maintenance of boundaries, footpaths, roads and rights of way.
 2. purchasing, repairing and maintaining all furniture and fittings.

SECONDARY DUTIES

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust
2. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.
3. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate
4. To support and participate in team working across the Trust, including working within other areas/schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
5. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
7. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
8. To attend and participate in meetings as required.



9. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

10. Support the Academy & the Trust in meeting our legal requirements for worship.

11. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



**Watergrove Trust
Person Specification**

Organisation :	Watergrove Trust	Post:	School Business Manager
Section :	Associate Staff	Grade:	6

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you **MUST SHOW YOU HAVE** to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you **MUST** include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Good standards for literacy and numeracy GCSE Grade C (4 or above) in Maths and English or equivalent	E	AF, certificates
To possess or be willing to undertake a Level 4 qualification in a relevant discipline i.e. 1. Business and Administration 2. Diploma in Business Skills (AAT) 3. Diploma in School Business Management (NCSL)	D	AF, I, check certificates
To possess or be willing to undertake an appointed person certificate in first aid administration.	D	AF/I
Experience of a range of financial responsibilities including managing budgets, accounting for cash and preparing accounts.	D	AF/I
Skills and Experience		
Experience working with children in a paid or voluntary capacity.	D	AF/I
Experience of using ICT packages i.e. Microsoft Word, Access, Excel, Outlook.	E	AF, I
Experience of dealing directly with the public and providing excellent customer care.	E	AF, I
Previous experience of end to end HR & Payroll administration	D	AF, I
Logical thinker and ability to act on own initiative	E	AF, I
Experience of working within a busy customer focused, service driven support department preferably (but not essential) within a school environment	D	AF, I
Ability to communicate effectively with a range of people both verbally and in writing.	E	AF, I



Ability to work effectively and respond positively to the demands of a varied workload.	E	AF, I
Ability to work to strict deadlines whilst maintaining accuracy.	E	I
Ability to work effectively as both part of a team and as an individual.	E	I
Knowledge of data protection and understanding of the importance of maintaining confidential information.	E	I
Analytical skills to interpret information, identify potential areas of concern and use judgement to solve problems, working within policies and procedures	E	AF, I
Excellent communication skills and ability to deliver effective customer service over the telephone and in person.	E	I
Experience working with cloud products eg Google Suite.	D	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Able to find solutions to the problem, understanding the importance of adopting a logical approach and working within codes of good practice	E	AF, I
Ability to relate well to both Staff and Students with a range of HR abilities (Diplomacy)	E	AF, I
Able to demonstrate integrity and confidentiality	E	AF, I
Flexible and open minded approach to completion of work	E	AF, I
Adaptable to change and a 'growth' mindset	E	AF, I
Understanding and commitment to the Trust's Equality Policy and how it relates to the duties of the post	E	AF, I
Special Working Conditions		
Flexible in approach and be able to meet the changing demands of the role.	E	AF, I
Willingness to participate in relevant training and development opportunities.	E	AF, I
From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description.	E	AF, I
Flexible in approach and be able to meet the changing demands of the role.	E	AF, I

