

JOB DESCRIPTION: School Business Manager

SPECIAL CONDITIONS: non term time working days required to ensure payroll and financial systems are adhered to

PURPOSE/SUMMARY

The strategic management and oversight of all aspects of Old Clee Academy's administration and support services including management of:

- Finance
- Premises
- Operational and facilities management
- Human resources/liaison with ER, HR, Legal
- Marketing
- Funding bids
- IT
- Administration
- Health and safety/Safeguarding
- Strict adherence to the Financial handbook for academies
- Provide PA services to Head Teacher

The School Business Manager will be part of the senior leadership team and will be expected to take a major role in the strategic management of the Academy. The School Business Manager will be directly responsible to the Head teacher. To oversee & manage the Academy budgets. The Business Manager will ensure that staff within the Academy manage any budgets given without over spend. The manager will submit regular budget reports to the Head teacher, Governors and ESFA.

REPORTING TO: Head teacher

RESPONSIBLE FOR: Non-Teaching Staff, Administration Staff, ICT, Breakfast /After School Extended Club Staff, All lunchtime supervisors/assistants, site management.

MAIN DUTIES

Key Responsibilities:

- Negotiate and influence strategic decision making within the Academy's Senior Leadership Team
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
- Provide PA services to HT being discreet, and highly confidential with information, advice and conversations shared
- Help to inform and evaluate the school improvement plan (SIP). Drive improvements in the non-academic functions of the Academy in line with the Plan
- To be a member of the SLT that will be responsible for policy formulation, strategic management and service development across the Academy
- Being part of the SLT and to provide advice to the senior leadership team on finance, personnel, premises management, marketing, information and ICT, training and development
- Supporting the Academy and its community in achieving the best possible outcomes for its pupils
- Working alongside the senior leadership team to achieve the Academy's aims and objectives developing the Academy's approach to risk management, Health and safety, safeguarding procedures/SCR, CPD
- Preparing/assist in long-term business and financial planning
- Analysis/implementation of all current contracts for effectiveness and value for money
- Attend, advise and report to Governing Body and its committees: attending and leading on all F&P, A&R and H&S committees, attending as required at Full GB meetings
- To develop business like working practices in all above-mentioned areas

- Attend Senior Management Team Meetings as required
- Be an effective team member and have an understanding and awareness of how all aspects of the Academy function, and provide appropriate expertise in relation to finance, business, personnel, parental provisions and wider extended services Management
- Take responsibility for high quality delivery for all aspects of own performance, and manage the performance of others
- Play an active role in the day-to-day management and running of the Academy, including attending relevant meetings
- Represent the Head Teacher at relevant meetings
- Ensure the Academy business operates smoothly and effectively at all times
- Maintain and develop the constant drive for high quality and standards
- Support whole Academy functions and events and promote a positive ethos around the Academy
- Maintain a high profile and credible presence around the Academy, with pupils, staff and visitors and be a credible and knowledgeable point of contact should SLT not be available
- Delegate aspects of task responsibly and efficiently to your team to enable all aspects to run smoothly and highly effectively
- Take initiatives to introduce new ways of working in line with the SLT drive to become outstanding in all aspects of the Academy's work.

a) Finance:

- Overall Budget Monitoring – including preparation of budget for presentation to Governors /manage cash and the cashless systems within the Academy, including the operation of all bank accounts and monthly reconciliation/ Bank reconciliation
- Understand how the budget is made up and advise on elements of spend such as the Pupil Premium and Sports grants – ensuring the Academy is compliant
- Provide on-going budgetary information to relevant people, completing monthly reconciliations.
- Process orders, paying for all goods and services / Day to day budget monitoring
- To oversee the raising of orders, book deliveries, prepare invoices and issues payments
- Develop lettings policies, marketing and secure funding to support the development of any extended Academics' activities.
- Ensure accurate book-keeping including preparation of invoices, collection of fees and preparation of final accounts
- Prepare and monitor budgets (including three-year budget)/ Maintain an overview of Budget Models and 3-year financial forecasts
- To undertake year-end procedures for closedown of old financial year and install new financial year.
- Ensure preparation of the School Resource Management Self Assessment for submission to DFE
- Prepare financial reports for the head teacher and governors according to an agreed timescale
- Update of the budget and give any recommendations required to maintain effective budget control.
- Secure the funds to which the Academy is entitled
- Develop income funding streams to the Academy, to ensure sustainability
- Liaise with auditors prepare financial returns
- Deal with the Academy's rating assessment and negotiate and purchase the Academy's energy supplies.
- Work with staff to obtain best value in purchasing for the Academy
- Prepare bids for additional funding
- Co-ordinate fundraising activities and liaise with the parents or other agencies
- Manage service contracts including catering, cleaning and ICT
- Manage insurance ensure standards and compliance.
- Secure best value for the Academy in areas of service contracts, capital projects and insurance policies.
- Prepare the finance policy.
- Report to Governors at the end of each financial period (and once a term at Finance Committee Meetings)
- To undertake Academy lettings and other income generation to ensure sustainability of extended services.

b) Premises:

- Manage the maintenance of the Academy site/long term development and maintenance and asset management plans
- Manage health and safety
- Coordinate medical provision and Fire safety/wardens
- Manage Academy site security
- Maintain Academy site boundaries
- Organise the maintenance of playing fields, gardens and outside areas
- Purchase all furniture and fittings, register all IT on Fixed Asset register
- Oversee and produce risk assessments and lead on hazard identification.
- Manage lettings
- Be responsible for contracts management
- Manage site manager, caretaking and cleaning and lunchtime staff
- Oversee emergency procedures
- Maintain asset register
- Prepare health and safety policy
- Manage large-scale capital projects

c) Human Resources:

- Carry out responsibilities with due regard to the legal framework for Equal Opportunities/Accessibility Plans
- To take overall responsibility for the management of the Administrative Staff, Premises Staff and Extended Services Staff, including the line management of the team leader(s) who has/have responsibilities for non-teaching services
- Be responsible for overseeing and developing coherent systems, structures, policies and administrative procedures for all human resource issues
- Lead in the administrative process of all staff appointments and interviews; assist in staff appointments
- Be responsible for identifying the training needs of self, Administrative, Premises and Services Staff
- Be responsible for monitoring and undertaking Performance Management of relevant staff
- To continue to promote a positive ethos around the Academy
- To manage the day-to-day organisation of internal communication in liaison with other members of the Senior Leadership Team
- To support the Head Teacher in the administration of the Safeguarding/Child Protection Policy across the Academy, to secure the safety and welfare of all students in the Academy
- To establish clear expectations and constructive working relationships among staff, through team working relations and mutual support, evaluating practice and developing an acceptance of accountability
- To sustain one's own motivation and, where necessary, that of other staff
- To contribute towards continued professional development through example and support
- To undertake all line management responsibilities
- To project a positive attitude for the Academy and for the quality of education it strives to offer the parents and pupils.
- To participate as a Team Leader in the effective implementation of the Academy's Performance Management Policy
- Manage the payroll in line with Academy and ESFA procedures
- Manage staff employment contracts
- Organise employment clearance and DBS checks, and have overview and ownership of the SCR, keeping the SCR up-to-date and keeping oneself up-to-date with current messages – advising immediately on changes needed to ensure the Academy is compliant
- Maintain confidential staff records.
- Manage staff absence and conduct 'back to work' interviews and be involved in Absence Management procedures

- Administer staff recruitment (all staff)
- Manage induction of new staff
- Manage support staff
- Manage supply staff
- Manage professional development of support staff
- Prepare pay policy
- Design, support and log performance management for all staff, advise on staffing structure.

d) Marketing:

- Liaise with other local schools/clusters securing services and offering services to develop productive partnerships
- Lead the office in presenting a welcoming service to parents
- Oversee media liaison
- Prepare promotional materials including the Academy brochures
- Help the Academy promote community cohesion.
- Co-ordinate the consultation process
- Liaise with local businesses
- Liaise with outside agencies.
- Prepare a marketing strategy
- Conduct and analyse market research
- Manage promotional events.

e) ICT:

- Manage purchasing
- Manage contracts /manage the administrative function.
- Liaise with IT when support required
- Oversee the implementation of appropriate information management systems
- Act as system manager for the administrative computer network
- Support Head teacher in leading appropriate committees, managers and staff as required to develop policy and ensure that the curriculum is supported and delivered
- Work with all staff to further develop and maintain the Academy's Website to support all staff and children throughout school; ensuring the website is up-to-date with DfE/Ofsted statutory publishing requirements, and keeping oneself up-to-date with current messages – advising immediately on changes needed to ensure the Academy is compliant
- Ensure that quality improvement is achieved in the ICT infrastructure, including monitoring of usage and effectiveness of IT resources, developing, securing and implementing a rolling program which ensures IT equipment is up-to-date, affordable, efficient; is good value for money and used effectively to improve outcomes for pupils.
- Ensure compliance with, and implementation of, all policies and procedures relevant to IT and e-Learning with particular reference, but not exclusively, to Equal Opportunities, Safeguarding, Health, Safety and Welfare, Data Protection and IT Security.
- Liaise with the Office Manager on the Management Information System (MIS) of the Academy.
- Maintain an overview of: -
 - Academy IT support
 - Order/repair of Hardware and other ICT Equipment
 - Warranties on hardware equipment
 - Enhancements and maintenance of the Academy website
 - Support the management of Assessment and Data Tracking systems
 - Licence agreements for software used
 - Purchase of new hardware and software required – ensuring best value, and seeking alternative acquisition of equipment

f) **Administration:**

- Be responsible, in partnership with the Head teacher, for the School's Improvement Plan and ensure the plan supports the development of the Academy.
- Assist colleagues in business planning and ensuring that audit requirements are met
- Have overall responsibility for ensuring the provision of high quality administrative support services for all Academy needs
- In consultation with SLT support in the construction of the school calendar for the year and, in the long term, ensure operation of the Academy's staff cover.
- The co-ordination of the marketing of the Academy, including positive links with the press and the community.
- Maintain effective working practices in the office
- Conduct secretarial duties – if and when needed
- Produce school records
- Maintain pupil records
- Maintain staff records
- Order supplies
- Co-ordinate admissions if required
- Be responsible for records and returns
- Obtain necessary licences and permissions.
- Oversee the development of before and after school clubs
- Oversee the development of lunchtime provision
- Co-ordinate test and course administration if required
- Prepare the admissions and appeals policy in line with LA procedures

g) **Management Information Systems and Data Provision:**

- Act as the Academy's key, data protection expert and liaise with external DPO
- To oversee the establishment, maintenance and development of management information systems to support operational activities
- Facilitate accurate and efficient data transfer.
- To organise/maintain the SCR/and conduct/organise DBS checks.

h) **Support for the School and Governors**

- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- Recognise own strengths and areas of specialist expertise and use these to advise and support others
- Support the Academy's mission statement, vision and strategic objectives
- Responsible for promoting and safeguarding the welfare of children and young persons that the postholder is responsible for or comes into contact with.

Other Duties

It is the responsibility of each employee to carry out their duties in line with the DFE policies on equality, harassment, racial equality and accessibility plans, 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 in line with these policies.

Use of ICT as required.

- Such other duties as may be appropriate to achieve the objectives of the post to assist Old Clee Academy in the fulfilment of its objectives commensurate with the post-holder's salary, grade, abilities and aptitudes.
- The Post-holder must at all times carry out his/her responsibilities with due regard to the HSE/Academys policy, organisation and arrangements for Health and Safety at Work.
- All staff within the Academy will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the Academy. Any changes arising will

take account of salary and status. They will also be subject to discussion with individual or sections affected and with appropriate trades unions.

Please note: additional tasks may be included following discussion and at the discretion of the Head teacher.

All the tasks identified must be completed:

- Effectively and efficiently
- To the deadlines provided
- With complete confidentiality
- Maintaining the principles and ethos of the Academy.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of an Academy which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Old Clee Academy is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.