

## Job Description: Business Manager



**CATALYST**

**Somers Heath**

**Reports to:** Headteacher

**Start date:** As soon as possible

**Salary:** Range £32,487 to £44,287

**Hours:** 37 hours per week, term time and INSET days plus 3 weeks during school holidays

### The Role

To provide the overall strategic leadership and management for all aspects of finance, community usage, administration and operations support in the academy.

To ensure that the resources of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.

### Key responsibilities

#### Overall

- Have a visible presence in the school
- To be a member of the Senior Leadership Team, contributing to strategic planning and decision making, leading staff training, task groups and attending Governing Body meetings
- To be responsible for all aspects of finance, administration and operations support
- To contribute to the achievement of the educational vision for the academy
- To work with Somers Heath partner academies to develop high quality systems and services
- Have a strong empathy with and interest in education

#### Financial

- To be responsible directly to the Headteacher and to the Governing Body for all financial and accounting procedures
- To have a direct line of communication with the Governing Body on all matters relating to finance
- To assist the Headteacher in the preparation of an annual plan and budget
- To establish and keep updated computer-based financial and management accounting systems for the academy
- To prepare management and financial accounts as required for the Governing Body, jointly with the Headteacher where appropriate
- To ensure the effective implementation and operation of financial controls within the academy
- Have the ability to synthesise information and produce well-reasoned analysis of options
- To prepare cash-flow forecasts to ensure that the academy cash position is consistent with its obligations
- To assist and supervise other staff in the operation of the academy's financial systems
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Local Governing Body and by outside bodies including the DfE, local authority and Her Majesty's Revenue and Customs
- To assist with the preparation of the annual accounts, including supporting schedules
- To act as the key contact for the annual audit of the academy's accounts
- To maintain regular liaison with banks and auditors
- To liaise with the Responsible Officer
- To set up and monitor service level agreements and contracts and oversee their delivery and value for money, in line with the academy contractual arrangements, where applicable
- To act as cost centre manager for specific budget areas

## **HR**

- To ensure that the academy is compliant with all the Academy's HR policies and procedures
- To understand and accurately apply the Academy's pay and conditions document
- To deal with all matters relating to remuneration and payroll, including; Her Majesty's Revenue and Customs queries, National Insurance, pensions etc
- Monitor the recruitment procedure to ensure safer recruitment guidance within the 'Recruitment Policy' is adhered to
- To ensure that all hard copy personnel files are kept accurate and up-to-date, and that the HR database (Arbor) is also accurate and up-to-date
- To maintain and be accountable for an up-to-date Single Central Record
- To provide necessary information as and when required from the HR provider

## **Administration**

- To provide and manage an effective administration service to students and staff throughout the central administrative offices and reception
- To establish administrative systems and procedures within the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled
- To deal with all insurance correspondence and communications for the academy, overseeing visits and ensuring that necessary paperwork is completed to enable insurance cover to be effective
- To ensure that the academy complies with Data Protection and Freedom of Information legislation, in conjunction with the Governing Body
- To organise and, where appropriate, lead operational staff training and INSET
- To ensure that all new staff are inducted effectively

## **Purchasing and Lettings**

- To achieve for the academy the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To manage the letting of the academy's facilities within approved procedures and guidelines to meet the vision of the academy and to maximise income

## **Facilities management and security**

- Through the Site Manager, to be responsible for the maintenance and cleaning of the buildings, sports facilities and grounds
- To be responsible for the development of new facilities within the academy and its grounds
- To ensure that the maintenance programmes function effectively and within the budget
- To ensure appropriate reporting, monitoring and control systems relating to the academy's internal building fabric and furniture, including the production and maintenance of an Asset Register
- To be responsible for the management of security, during the school day and during the community use of the academy including the closed circuit television cameras
- To be responsible for the day-to-day management of Health and Safety (H & S) within the academy, working closely with the H & S provider
- To project manage any capital schemes, identifying appropriate funding sources, writing proposals for expenditure and liaising with relevant personnel
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for children, reporting accordingly.

## **Academy Ethos and Culture**

- Support the Headteacher in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of Academy policies including the behaviour policy and system of rewards and consequences model, caring and respectful relationships with staff, pupils, parents and visitors
- Act as a positive role model to staff and students

## **Other**

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
- To work in collaboration with Catalyst Academies Trust and counterparts in partner schools
- To carry out other reasonable tasks directed by the Headteacher