



## Job Description for Business Manager

<b>Job title</b>	<b>Business Manager</b>
Reports to	Headteacher
Permanent or fixed term?	[Permanent]
School	[The Gatwick School]
Location	[23 Gatwick Road, Crawley, West Sussex, RH10 9TP]
Salary	£50,000 - £55,000
Hours	37 per week
Working weeks	[All year round]

### Role purpose

- To lead, manage, operate, maintain and develop the administrative and financial procedures and systems of the school to ensure the financial information needs of the Trust and ESFA are met.
- Ensure that the HR administrative systems and procedures are kept up to date, complete and accurate, including MIS data.
- Support the Headteacher and the Trust's Financial Director in ensuring that all legal and safety requirements with regard to people and property are fully met.
- Provide effective line management to the administration and premises teams so the school runs smoothly and safely.
- To be a valued and active member of the senior leadership team.

### Job description and key tasks

#### Finance

- Ensure that the school operates within the Academies Trust Handbook, the Trust Financial Management Handbook and Procurement Policy requirements
- Liaising closely with Internal Audit, External Audit and other external agencies as required
- Prepare draft revenue budgets, including staffing schedules and commentary, for the approval of relevant colleagues and committees in line with existing policies
- Maintain a record of authorised signatories for orders, payments runs & other documents
- Review operating leases for equipment in conjunction with the Trust's Financial Director
- Prepare monthly management accounts, including a commentary on variances to budget and projection of the year end forecast in line with the Trust financial timetable
- Maximise lettings income for the school through the hiring out of school facilities
- Seek external grant funding to maximise income to school funds
- Liaise with the internal auditors during a financial year and the external auditors annually
- Ensure best value principles are adopted and Trust procurement policies are followed at all times, in accordance with the Trust Financial Handbook and the Scheme of Delegation
- Produce ad hoc financial reports as required for internal or external audiences
- Check nominal ledger postings for consistency and accuracy
- Reconcile the Balance Sheet nominal ledger balances at the end of each month, including VAT
- Monitor payroll processing and authorise the monthly payroll prior to processing, ensuring the monthly payroll input is accurate and complete
- Support the Trust's Financial Director in preparing bids for additional capital/revenue funding
- Approve Purchase Orders and sales invoices as required



HR Management
<ul style="list-style-type: none"><li>• Work with the Trust's HR Manager to ensure that Trust HR policies are fully implemented and consistently applied</li><li>• Answer queries from all staff on pay and conditions of service referring unanswered queries to the relevant colleague</li><li>• Oversee staff appointments in line with the Trust's recruitment procedures</li><li>• Oversee and/or manage HR administration and systems including the maintenance of up-to-date HR and payroll records to ensure they are complete and accurate</li><li>• Issue relevant documentation to staff or prospective staff, including contracts</li><li>• Record and monitor all sickness absence in terms of duration, absence patterns etc, highlighting relevant absences to appropriate line managers, providing administrative and advisory support to managers and providing reports to the SLT, as required</li></ul>
Facilities Management
<ul style="list-style-type: none"><li>• Produce a strategic asset management plan to ensure that the school buildings and facilities of maintained to the highest standard and they meet the needs of the school development plans</li><li>• Meet the Premises Manager regularly to review and plan premises work schedules during term and holiday times</li><li>• Receive regular reports from the Premises Manager on the state of cleanliness and repair of buildings, fixtures and fittings</li><li>• Ensure that the provisions of the Health &amp; Safety at Work Act are observed, that accident forms are properly completed</li><li>• Liaise with relevant building services contractors to ensure that contracts and supporting service specifications are robust and protect the needs of the school, that on-site work is monitored and that works are undertaken in a safe and considerate manner</li><li>• Work with the Premises Manager to liaise with contractors on school building projects, ensuring method statements are appropriate around school activities, meet health &amp; safety standards, safeguarding requirements, etc. including attending meetings with contractors, other outside agencies and organisations and Trust representatives as necessary</li><li>• Act as Health and Safety Co-ordinator and ensure that risk assessments, training accreditations, weekly site checks are up to date and complete</li><li>• Ensure that any action plans arising from the audits and/or inspections are promptly resolved</li><li>• Ensure that the kitchen equipment is properly maintained in accordance with food safety and maintenance standards</li><li>• Promote the use of the school premises by outside agencies</li></ul>
Contract Management
<ul style="list-style-type: none"><li>• Work with the Trust's Financial Director and legal advisors to monitor Service Level Agreements (SLA) and contract Key Performance Indicators.</li><li>• Meet with the catering and cleaning outsourced management to ensure the SLA's are delivered effectively and adhere to relevant Nutritional and cleaning Standards</li><li>• Review and maintain a school contracts register in conjunction with the Trust's Financial Director</li><li>• Liaise with the catering contractor regularly and ensure appropriate meal quantities are available for both pupils and adults, in accordance with the school timetable</li></ul>
Information & Communication
<ul style="list-style-type: none"><li>• Oversee the management of all the school ICT systems including administrative systems and advise relevant colleagues on the use and development of such</li><li>• Manage the ICT service contractor to ensure service standards are maintained</li><li>• Review all ICT systems, including telephony and broadband services, and software licences on a regular basis to ensure they meet the requirements of the school</li></ul>



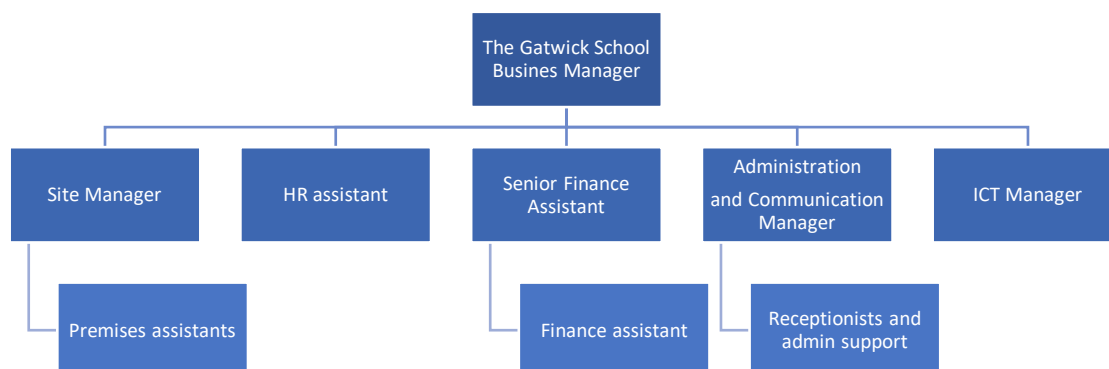
- Monitor equipment useful life, warranty expiration and maintenance costs and produce an ICT refresh plan and budget for approval
- Support use of the schools MIS to provide relevant internal and external data, reports, returns and communications, as required

#### Leadership

- Contribute to the successful functioning of the SLT
- Advise on the design, development and function of school administration teams
- Contribute to setting the strategic direction for the school
- Create a strong team spirit among colleagues that promotes a desire to continually improve

#### Support of Colleagues

- Recruit and manage high quality, effective and compassionate finance, premises, office and administrative staff, leading induction and prioritising appropriate support and supervision
- Ensure effective staff supervision, performance management, training and continuing professional development
- Facilitate and lead regular team meetings
- Take part in the recruitment and induction of staff and volunteers
- Support colleagues by providing front of house administrative support as part of the administration team, when required
- Work proactively and collaboratively with other members of the staff team and across the Trust



#### Self-Development

- Attend Trust and Senior Leadership Team (SLT) meetings, if required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

#### Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines



### Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time 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, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.



Person specification		
Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
<b>Qualifications</b>		
The Certificate of School Business Management, or equivalent level 4 qualification	E	C
Relevant degree or equivalent level 6 qualification	D	C
Membership of the Association of Accounting Technicians, CIMA, ACCA or CIPFA	D	C
IOSH trained	D	C
<b>Experience</b>		
Experience of financial planning, budget monitoring, account reconciliation and financial reporting	E	A
Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises	E	A
Experience of undertaking a range of administrative duties and office management	E	A
Experience of procurement and contract negotiation, ensuring best value	E	A
Experience of staff management	E	A
Experience of human resources administration	D	A
Experience of ICT and Financial Systems Management	D	A
Experience of working in a school environment	E	A
Experience of establishing positive relationships with young people and families in diverse communities	D	I
Experience of working as part of a team	D	I
<b>Skills</b>		
Ability to use language and other communication skills that pupils can understand and relate to	E	I
Ability to lead and inspire a team in order to support a high-quality administration team	E	I
Ability to demonstrate active listening skills	E	I
Ability to utilise ICT effectively and efficiently in your work	E	I
Excellent numerical skills, to undertake a variety of tasks, including managing a budget	E	I
Ability to develop and maintain effective and efficient financial and administrative systems	E	I
Ability to analyse and interpret complex information, resolve problems and make recommendations	E	I
Ability to negotiate with contractors, to procure the best SLA for the academies	E	I
Ability to communicate effectively with parents, carers and other professionals, both verbally and in writing	E	I
Keen eye for detail, with an ability to produce work of a high standard of quality and accuracy	E	I
Ability to take the initiative and be pro active	E	I



Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
Ability to work effectively and supportively as a member of the school team	E	I
Ability to work in an organised and methodical manner	E	I
<b>Knowledge</b>		
Knowledge of the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
Knowledge of management accounting and financial reporting procedures	E	I
Knowledge of the financial workings of an Academy setting	D	I
Working knowledge of school management information systems	E	I
Working knowledge of Microsoft Office applications	E	I
Knowledge of contract management, procurement and supply procedures	E	I
Knowledge of PS Financials	D	I
<b>Attributes</b>		
Warm, friendly and professional manner	E	I
Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
A commitment to giving pupils and families the opportunity to reach their full potential	E	I
A passion for working with and supporting children and/or young people	E	I
Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
<b>Other</b>		
Ability to maintain confidentiality on all school matters	E	I
Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
A commitment to the school's vision, values and ethos	E	I
A commitment to Aurora Academies Trust vision, values and ethos	E	I