



ACADEMY BUSINESS MANAGER

This is a role within the Trust

Job Description & Person Specification

January 2018

Job Description

Job Title:	Academy Business Manager
Accountable to:	Head of School
FTE Salary:	£33,444 to £41,025 FTE
Contract:	Full Time and permanent

Working Hours

The post is flexible, but you will be expected to work during term time and take annual leave during school holidays.

36 hours per week, 52 weeks per year.

Core Purpose

To ensure all non-teaching functions of the academy run effectively and be responsible for the day to day finance, business, legal and premises functions of the academy, ensuring that the academy makes best use of the available resources.

To be part of the academy senior leadership team ensuring the best possible use of academy resources through effective planning providing an environment that is suitable for outstanding teaching to take place.

The Head of School will undertake performance Management of the Academy Business Manager.

Key Priorities

- To be responsible for setting and monitoring the annual budget in conjunction with the Head of School and Director of Finance for the Trust.
- To market the academy and explore opportunities for generating additional income, developing partnerships in the local community and beyond.
- To provide leadership and guidance for the administrative and premises staff at the academy including managing their workload, regular supervision and performance management.

Duties

The Academy Business Manager will:

1. Identify child safeguarding concerns by being vigilant for signs of abuse or neglect.
2. Take appropriate action and report concerns to the Designated Person for safeguarding and follow the Trust's child protection and safeguarding policies.
3. Maintain an attitude of 'it could happen here' when it comes to safeguarding.
4. Be a role model and take a lead in ensuring excellent professional practice across the Cirrus Primary Academy Trust.
5. Ensure equal opportunities with regard to all aspects of practice and provision.
6. Undertake any other duties as may reasonably be directed by the Executive Head.

7. Work from a base in a Trust school office but be able to provide support to other schools as requested.
8. Participate in any arrangements for the appraisal of your performance as Academy Business Manager and commit to furthering your professional knowledge and skills through identification of training needs and participating in further training.
9. Work with Trust staff and with nominated contacts in each of the Trust's academies.
10. Be a member of the senior management team attending management and governing body meetings where appropriate.
11. To provide first aid to students, staff or visitors when required.
12. To assist the Head of School with formulating and developing school needs, action planning, priorities, policies and procedures ensuring these are communicated to appropriate staff.
13. To develop a marketing strategy for the academy to raise the profile of the school within the community and attract additional funds for the academy.
14. Provide operational and strategic leadership on site/premises issues.
15. Provide leadership to the Administrative and Premises staff at the academy.
16. To liaise with third party contractors/suppliers and ensure that high quality services are received.
17. Formulate short and long term budget strategies with agreed procedures.
18. Complete regular monthly reporting as set out by the Director of Finance for the Trust.
19. To comply with Trust financial processes.
20. To prepare returns as appropriate to statutory bodies including the DfE.
21. To obtain comparative quotes, where appropriate, and ensure the academy obtains best value at all times.
22. To be responsible for the academy accounting system in its entirety including the sales and purchase ledger and ensuring that all monies owed to the academy are received.
23. To be responsible for the upkeep and monitoring of the academy asset register, including identifying resources and equipment to be written off and a program of replacement.
24. To establish and maintain a lettings policy and strategy allowing the academy to explore avenues for letting premises and increasing income.
25. To liaise with the Estates Management Officer to ensure that all periodic health and safety tests are completed timely. Acting as the academy's Health and Safety manager and fire safety officer.
26. To co-ordinate all ICT within the academy and ensure that all external support is properly managed.
27. To assist with bids for capital development works and other grants.
28. To lead on the academy year end procedure and ensure that the accounts and supporting documentation are available to the external auditors for examination within the timescale requested.
29. Provide written reports based on statistical data derived from the management information or finance system.

30. Provide accurate admissions information to prospective parents and helping with their enquiry.
31. To liaise with Trust HR personnel and HR advisors in relation to recruitment and all HR queries including grievances.
32. Responsibility for the upkeep and accuracy of the academy's Single Central Record (SCR).
33. Co-ordinate completion of student and workforce census to DfE ensuring they are accurate and submitted timely.
34. To take ownership of various projects to meet the needs of the academy in order to achieve project goals and assist the overall effectiveness of the department.
35. To cover reception and fulfil reception duties when required.

Person Specification

Essential Requirements

1. A high standard of general education.
2. Relevant experience in working in a school office environment.
3. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children.
4. High level personal organisation and time management skills.
5. Technical skills in using computerised finance systems (e.g. Sage, PS Financials etc.).
6. Evidence of attention to detail.
7. Ability to use problem solving skills.
8. Excellent communication skills.
9. A thorough understanding of data protection principles and integrity and confidentiality regarding personal data.
10. An ability to establish positive working relationships with colleagues and pupils through modelling very high levels of professionalism, commitment and integrity.
11. A firm commitment to Equal Opportunities.
12. Strong desire to learn and grow professionally.

Desirable Requirements

1. Qualification in relevant professional qualification, Finance (ACCA, CIMA, AAT etc.), School Business Management (NASBM etc.)
2. Experience of working as a School Business Manager.
3. Knowledge and understanding of latest Health and safety legislation and practices in schools.