



**POST:** MULTI SITE ACADEMY BUSINESS MANAGER

**GRADE:** 14, SCP 45-47

FULL TIME ALL YEAR ROUND (HOLIDAYS TO BE TAKEN DURING SCHOOL HOLIDAY TIMES)

Term Time Plus 3 weeks will be considered, based on the needs of the Academy/Academies

**RESPONSIBLE FOR:** Administrative Officers  
Finance Officer and  
Premises Staff  
Catering Staff

**ACCOUNTABLE TO:** Headteachers

### **MAIN PURPOSE OF JOB**

To be responsible for all of the disciplines of Finance, Personnel, Premises, Administration and Resource Management including the planning, development and monitoring of the operation and delivery of support services within the academy/academies. It is envisaged that the role will be undertaken across up to two academies. As a member of the Leadership Team(s) the post-holder will support the strategic development of the academy/academies by:

- Assisting the Headteacher(s) in the leadership and development of the academy/academies;
- Assisting the Headteacher(s) in the implementation of academy policies and procedures;
- Promoting the aims, objectives and ethos of the academy/academies;
- Ensuring a healthy, clean and safe environment is maintained to high standard;
- Liaising with external agencies as appropriate;
- Ensuring specific day to day functions of the academy run smoothly;
- Establishing good working relationships with all stakeholders;
- Any other duty as required by the line manager to ensure the effective running of the academy/academies, to include undertaking duties and working with children.

### **KEY RESPONSIBILITIES**

#### **1) Strategic Role**

- a) Responsibility for strategic planning aspects over current year and a three to five year periods where financial implications occur in order for the academy to make the best possible use of resources available and to keep abreast and advise on current government policies.

- b) To identify, explore and secure external funding for the academy whilst reporting to the Headteacher and Governors, attending leadership team and governing body meetings where appropriate.
- c) To support the development, drafting and recommendation of all policies within the remit of the role for approval by STEP Board of Trustees and the Strategic Governing Body. These policies will include, but are not limited to, Academy Debt, Communication, Lettings and Charges, Scheme of Delegation, Academy Governance, Financial Delegation, Risk Management and Health and Safety. In developing policies, consideration will be given to academy needs, action planning, priorities and procedures to ensure that policies are communicated and consulted with staff, contractors, parents, children, the local authority, local academies and other interested parties.
- d) In collaboration, provide vision, strategic direction and leadership in the planning, management and development of effective operations across the academy/academies in finance, HR, administration, facilities and ICT.
- e) Ensuring that the academy meets its non-teaching legal and statutory responsibilities through advice, direction and support to the headteacher and the governing body.
- f) Working within the leadership team to ensure that the revenue and capital funding, equipment and resources are managed efficiently and cost-effectively in support of educational and organisational objectives.
- g) Develop and lead an effective, multi-disciplined team made up of both directly employed staff and external contractors. The team covers all non-teaching functions and includes, but is not limited to, Finance, HR, Premises, Administration, Communications and clerical support along with contractors for ICT, cleaning, maintenance, extended services and catering services.
- h) Assist with the development and continuous improvement of all non-teaching staff.
- i) To lead engagement and relationship management with the academy's key suppliers and ensure that supplies, services and works provided to the academy meet the needs of the academy/academies and procurement and best value standards.
- j) As part of the Leadership Team, to provide, support and challenge to peers as they explore options for implementing their action plans.
- k) To continually enhance the reputation of the academy within the borough and beyond by building good networks of support and developing effective relationships.

## **2) General Management and Administration**

- a) To be responsible for the overall line management and professional development of the Administration staff, Extended Services and Premises staff developing and implementing new procedures, protocols and office systems to meet the changing needs of the academy/academies.

- b) To set objectives and manage performance of administration officers, communications & marketing officer, premises officer, premises assistant and extended services staff.
- c) To support catering manager with the management of catering staff.
- d) To provide liaison and support for the Strategic Governing Body & their clerk as required.
  - Preparing and presenting reports at all Strategic Governing Body meetings as required;
  - Preparing reports (as appropriate) for significant items of importance;
  - Providing financial statements and audit trails;
  - Preparation of statistics when requested;
  - Preparation of correspondence arising from Strategic Governing Body meetings.
- e) In collaboration, make recommendations to the headteacher and others to promote the academy with local businesses, the LA, external agencies and other institutions including developing and maintaining all the academy's marketing & information materials and website.
- f) To recommend, establish and maintain computer-aided administration, which supports all the general work in the academy, including statistical analysis ensuring that the pupil database and other pupil records are properly maintained and regularly updated.
- g) Timely completion of all statutory returns. To include but not limited to Academy Census, Workforce Census, ESFA returns.

### **3) Admissions**

- a) To support the administration of admissions (as the admissions authority) for the nursery, including adherence to the academy's admission policy, giving information, where possible, to appropriate staff before the children begin academy. Ensuring that in-year admissions are conducted in a timely way to minimise the number of vacant places on the academy roll.

### **4) Personnel and Human Resources Management**

- a) Be responsible for ensuring effective procedures are in place to meet regulations in relation to all personnel matters relating to staff.
- b) Provide a confidential, effective and efficient personnel service to all staff in line with the academy's adopted policies and procedures.
- c) Oversee the administration of all personnel matters including recruitment, retention, contracts of employment and payroll.
- d) Oversee the maintenance of manual and computerised personnel records securely.

- e) Oversee the provision of induction for newly appointed support staff and advice and guidance to existing staff on issues relating to their employment
- f) Liaise with 'bought in' services e.g. Occupational Health, Payroll, HR Adviser.

## **5) Finance and Accountancy**

- a) To formulate short (one year) and long term (three to five year) budget strategies with agreed procedures which are reviewed annually and to prepare and present the annual budget for approval by the Headteacher and Governors with regular financial updates and reports over the year.
- b) To be responsible for all the financial accounts within the academy; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts, for public funds, academy journeys and any external grants and to undertake monthly reconciliations.
- c) To prepare the academy/academies end of year financial statement(s).
- d) To attend as invited all committee meetings and full governing body evening meetings.
- e) To ensure effective monitoring systems of income and expenditure are operated.
- f) To undertake the accounting for the academy, recommending appropriate action where necessary obtaining comparative quotes, where appropriate, in order to receive best value for money. Having responsibility for ensuring the banking of monies, payment of invoices, chasing monies owed to the academy, and payment of casual staff and overtime.
- g) To prepare bids for capital development projects, external funding possibilities and other grants.

## **6) Premises**

- a) Work with the Head of Estates and Premises in the management and maintenance of the academy site (including planned works) and to ensure that contracts for annual checks are carried out as well as ensuring all insurance and liability insurance policies are up to date.
- b) To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary and is compliant with Safeguarding policies
- c) Support the facilities and estate functions of the academy to ensure as far as reasonably possible that:
  - i. an asset management plan is developed, implemented and updated in line with agreed priorities including risk management;
  - ii. all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection;

- iii. caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
  - iv. catering is managed to agreed delivery criteria and within agreed budgets;
  - v. policies and procedures for contractor and supplier access to site and their management on site is aligned to children safeguarding policies.
- d) Under guidance establish and maintain the academy/academies Health and Safety policy and oversee a programme of risk assessments and fire drills.
  - e) To maintain a lettings policy for the academy and explore avenues for letting premises and increasing income and to develop ways in which the academy/academies can be accessed for community use.
  - f) To remain vigilant and to act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature, including a requirement to report any incidents that have been witnessed, heard or suspected.
  - g) Commission, procure and manage external services required for the facilities and estate management function.
  - h) To undertake other related duties that may be required to meet the needs of the academy/academies.

## **7) Contract Management and Procurement**

- a) To be responsible for and manage all of the academy's contracts with external providers which will include, but are not limited to
  - i. Site Services and Cleaning;
  - ii. Photocopying and Printing;
  - iii. ICT Service and Support;
  - iv. Site Maintenance and Health and Safety;
  - v. ICT Software.
- b) In conjunction with the Chief Finance & Operations Officer, to undertake negotiations with all potential and existing suppliers to ensure the academy obtains best value for all goods, services and works procured.
- c) To lead in the development of performance indicators to manage all contractors
- d) To lead in dispute resolution and rectification where contractor performance is not meeting standards
- e) To identify, research and recommend contractors to the Governing Body
- f) To ensure that the academy/academies adheres to the Procurement guidelines and that major procurement is communicated to the leadership team and governors

**8) Project Management**

- a) To be responsible for all non-teaching projects (e.g. building works, ICT installations).
- b) To lead the development of project plans and proposals and communicate these effectively to staff and governors.
- c) To lead and manage the implementation of all phases of agreed projects, and operate effective management to ensure that issues are identified and resolved appropriately.

**9) Communication and ICT**

- a) To oversee the maintenance and development of the academy/academies websites.
- b) To ensure that all office & premises staff contribute to professional and welcoming environment
- c) Work with the Leadership team and Head of ICT to develop a sustainable, cost-effective ICT plan that supports both educational and operational objectives.
- d) To support the ICT functions to ensure:
  - I. The ICT Strategy is implemented within agreed budget, timescales and specification;
  - II. ICT policies, procedures and systems are aligned with Child Protection and Safeguarding policies and data protection policies and legislation;
  - III. ICT systems including hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal-use by pupils, staff, volunteers, parents and other users;
  - IV. The effective commission, procurement and management of external resources and services required for the ICT function.

**10) Income Generation**

- a) Ensure that appropriate bids are made, according to requirements, for external funding.
- b) Ensure the academy/academies makes best use of its resources to maximise income generation.

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**PERSON SPECIFICATION**

<b>Qualifications</b>	
Educated to a minimum of NVQ Level 4 in a relevant discipline/subject	Essential
Certificate or Diploma of School Business Management from the National College for School Leadership (NCSL)	Essential
Accountancy qualification to a minimum of AAT technician stage	Desirable
<b>Experience, Knowledge and Skills</b>	
Experience of using computerised systems for budget planning, monitoring, management and the financial regulations applicable to academy's	Essential Desirable
Experience of using information systems including computerised systems (SIMS / PS Financials) in an administrative environment	Essential Desirable
Experience of providing high-level administrative support including experience of managing staff	Essential Desirable
Experience of developing and implementing a range of administrative and technical policies and procedures.	Essential Desirable
Experience of analysing data, developing systems, problem solving and project management	Essential Desirable
Experience of premises or site management including knowledge of the application of Health & Safety in academy/college setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk assessments	Essential Desirable
Experience of constructing and writing bids for financial funding and an ability to successfully generate income.	Essential Desirable
Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	Essential Desirable
Ability to undertake a wide range of finance, personnel, premises and administrative tasks	Essential
Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning.	Essential Desirable
Ability to collate statistical data and present in written reports	Essential
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner city deprivation and the ability to develop appropriate responses to the needs arising. Knowledge and understanding of child protection and safeguarding.	Essential
Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Authority	Essential

**Personal attributes**

Ability to work successfully as a team member establishing effective working relationships and flexible working practices

Essential

Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.

Essential

Ability to communicate effectively and support staff appropriately

Essential

Physical ability to perform the duties of the post with the support of aids or adaptations as required.

Essential