

Interaction and Communication Academy Trust (ICAT)

Castle Hill School

JOB DESCRIPTION

Business Manager

37 hours per week, term time only + 2 weeks

Responsible To: Principal

Job Purpose:

To work within the Senior Leadership Team to provide the Principal and Governors with effective strategic planning and leadership across a number of non-teaching areas of school, including but not limited to:

- Financial Management - payroll, setting and monitoring budgets including long term strategic planning, all reporting to external bodies, securing external funding, cash management, best value and best practice and probity
- Human Resource Management - overseeing recruitment processes, personnel issues, , payroll and the implementation of HR policies. The line management of ancillary staff including performance management, recruitment and selection
- Whole school administration - To provide systematic whole school administration for the benefit of the school, including leading and managing administration team and taking strategic, proactive decisions to ensure a high-quality service
- Premises and Facilities management - Lead on management of the school's facilities, working with the school's PFI management company to provide a stimulating, safe and well-kept environment in line with the budget provision. Be responsible for all aspects of Health and Safety.

MAIN DUTIES AND RESPONSIBILITIES

1. FINANCIAL MANAGEMENT

- 1.1 Provide high quality information and recommendations for the development of the School Development Plan, using influencing and negotiation skills to plan and manage change, taking overall responsibility for financial implications of all strategic planning aspects
- 1.2 Attend Senior Management/Leadership Team and full Governing Body meetings as required.
- 1.3 Ensure that the School Development Plan is fully costed and remains within budget.
- 1.4 Advise the Principal and Governors on investment and financial policy
- 1.5 Develop a business plan (long term financial strategy) over 3 and 5 years for the future development of the school.
- 1.6 Prepare the annual estimates of income and expenditure, undertaking day to day budget management
- 1.7 To obtain agreement of budgets and to monitor accounts against budgets. Prepare regular management accounts for budget holders and report on the financial state of the school to the governors and the Director of Finance.

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- 1.8 To monitor school-based expenditure and income against the approved budget using the relevant Financial Package, making the Principal and Director of Finance aware of any proposed changes to the school budget.
 - 1.9 To monitor all accounting procedures and resolve any problems including, the ordering, processing and payment for all goods and services provided to the school.
 - 1.10 To operate the bank accounts ensuring full reconciliation is undertaken at least once per month and that weekly BACS payment to suppliers take place.
 - 1.11 To be the main point of contact with the school's payroll providers, ensuring pensions and tax matters are dealt with appropriately, providing accurate and timely overtime, leave and sickness records and reconciling payroll reports with school records monthly, identifying and resolving any issues.
 - 1.12 Prepare invoices and collection of fees and other dues,
 - 1.13 To ensure the efficient running of the school bank accounts to comply with standards as directed by the Trust.
 - 1.14 Use financial management information especially benchmarking tools to identify areas of relevant spend, assess trends and directly advise the Principal accordingly.
 - 1.15 To prepare all financial returns and final accounts as required by the Trust and the DFE within statutory deadlines.
 - 1.16 To be responsible for dealing with the school's rating assessment and VAT liabilities.
 - 1.17 To assist in monitoring of external funds in relation to extended school status and audit any school funds with which the Business Manager does not have direct involvement such as the operation of the school credit cards.
 - 1.18 Work with the Director of Operations and the school Enrichment Activities Manager to maximise income generation with the ethos of the school, including identifying suitable grant schemes, writing bids and monitoring progress of successful bids and monitoring income streams.
 - 1.19 To negotiate, manage and monitor contracts, tenders and agreements for the school (within the agreed limits) and to be responsible for seeking professional advice on insurance, and advising the governors on the appropriate insurers for the school. Implement approved insurances and handling any claims that arise.
 - 1.20 To be responsible for the progression of the school's financial systems and ensure all other relevant legislative requirements are met.
 - 1.21 To keep abreast, through training development of Management Information Systems, and institute changes and developments that would enhance the financial and administrative systems in the school.
 - 1.22 To give advice to Principal and governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
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- 2. ADMINISTRATION AND PERSONNEL**
 - 2.1 To oversee general personnel matters and the issuing of contracts of employment.
 - 2.2 To attend at Employment Tribunals as necessary.
 - 2.3 To oversee the maintenance of confidential staff records and to ensure that staff records held in the school by others are kept confidential.

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- 2.4
- 2.4 To work with the Trust and school's HR advisor to ensure all HR/People policies comply with statutory legislation
- 2.5 To act as the main point of contact for all staff on HR matters.
- 2.6 Work with the Trust's Data Protection Officer (DPO), acting as the school's Data Officer
- 2.7 To organise the school's administrative systems and personnel to ensure a smooth running organisation which enhances the work the school is doing to provide high quality education for its pupils.
- 2.8 To be overall responsible for the development of new staff roles, including overseeing the preparation of job descriptions, advertisements, and recruitment process.
- 2.9 Work with the IT Manager to organise all school policies, ensuring compliance with legal requirements, researching, updating and writing new policies relevant to role as necessary.

3. HEALTH AND SAFETY/ESTATES MANAGEMENT

- 3.1 Lead on effective risk management for Health and Safety and in the management of third-party contracts.
- 3.2 Responsible for all aspects of Health and Safety within the Academy ensuring students, staff and all visitors are both protected and made aware of Health and Safety policies
- 3.3 Responsible for making decisions regarding the school premises in line with budget provision and operational requirements, evaluating tenders, prioritising work and repairs and the replacement of resources.
- 3.4 To liaise with the Academy's PFI management company, Pinnacle, planning work schedules and supervising work to ensure this is carried out to the required standards and within the appropriate timescales.
- 3.5 To monitor, update and implement the school's safety policy to comply with the requirements of Health and Safety at work act and other legislation. (Covid 19 PPE).
- 3.6 To monitor, develop and maintain an emergency plan including power cuts, flooding and fire, and operate the elements of the plan linked to the resource management responsibility.
- 3.7 To act as the schools Health and Safety coordinator.
- 3.8 To identify short-, medium- and long-term priorities for investment, repair and replacement in school buildings and ground
- 3.9 To manage the purchase and repair of all furniture and fittings.
- 3.10 To work with the Leadership team in ensuring a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- 3.11 Ensure ancillary services e.g. catering, cleaning, etc., are monitored and are being managed effectively. To ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.

4. RESPONSIBILITIES

- 4.1 To provide professional leadership and management to the Business Support Team and administrative teams

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- 4.2 To advise the Principal, Trust and Governors if fraudulent activities are suspected or uncovered, and work within the Trust systems to minimise the chances of fraudulent activities taking place.
- 4.3 To maintain and develop the ethos of Castle Hill School and create a welcoming, professional, friendly and collaborative environment.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities 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 themselves justify a reconsideration of the grading of the post.

PERSONNEL SPECIFICATION – BUSINESS MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p><i>Minimum of 3 years experience of the following:</i></p> <ul style="list-style-type: none"> • Relevant experience of working in an office environment at a senior level. • Experience of development, management and operation of administrative systems and ICT packages. • Experience of working as part of a team. • Experience of supervising or managing staff. • Experience of budget management. • Experience of reporting and providing feedback to different groups of people. 	<ul style="list-style-type: none"> • Experience of working at decision making level in equivalent enterprise. • Experience in HR, Finance and Premises. • Experience of finance in an educational setting. • Experience of the use of complex databases (e.g. PS Financials, HCSS packages within the school) and a range of other ICT applications. 	Application form & Selection process
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ Level 4 or degree or equivalent (Diploma in School Business Management) or experience in relevant discipline. • GCSE English and Maths (A-C) or equivalent e.g. Adult Literacy/Numeracy at level 2. 	<ul style="list-style-type: none"> • Bookkeeping or accounting qualifications or experience. • AAT level 3 • Other qualifications relating to the post. 	Application form & Selection process. Certificates.
TRAINING	<ul style="list-style-type: none"> • Commitment to own personal and professional development, being prepared to undertake training relevant to the post. 	<ul style="list-style-type: none"> • Supervisory skills training • Health and Safety Training • Evidence of further training in a range of computer applications and other relevant business/administration courses. 	Application form/Selection process
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation. • An understanding of the needs of a multicultural society. • Use of office machinery and able to undertake basic maintenance routines. • Office methodologies (e.g. filing systems, correspondence files etc). • Knowledge of Health and Safety/First Aid/Medical regulations. 	<ul style="list-style-type: none"> • Knowledge of procedures relevant to schools • Knowledge of specific area which relates to the post. • Full understanding of the range of support services/providers. 	Application form & Selection process

PERSONNEL SPECIFICATION – BUSINESS MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EQUALITY	<ul style="list-style-type: none"> Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equal Rights policies and practices. 		Selection process
DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> Ability to organise, lead and motivate self and others. Ability to prioritise conflicting demands and pressures. Ability to plan and develop systems. Ability to relate well to pupils and adults. Ability to remain calm under pressure. Demonstrate good co-operative, interpersonal and listening skills. Flexibility and willingness to accept change. Willingness to share expertise, knowledge and experience. Ability to work proactively and independently using own initiative. Work constructively as part of a team understanding roles and responsibilities and positions within these. Approachable, courteous and able to present a positive image of the school to callers and visitors. Maintain confidentiality in matters relating to the school, its pupils, parents and carers. 	<ul style="list-style-type: none"> Good sense of humour. Ability to self-evaluate learning needs and actively seek learning opportunities Liaison with other schools in the area 	Selection process
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> Excellent numeracy/literacy skills. Effective use of specialist ICT packages. Use of relevant specialist equipment/resources. Must demonstrate good interpersonal skills Proactive with highly developed organisation skills. Able to develop and implement new administrative systems to meet changing needs. Good organisational skills. 		Application form & Selection process

PERSONNEL SPECIFICATION – BUSINESS MANAGER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
CIRCUMSTANCES – PERSONAL	<ul style="list-style-type: none"> Willingness to devote time to discuss and plan work, in a team planning situation, with colleagues. Willingness to work closely with and direct administrative support and other staff when necessary. Flexibility of circumstances should some out of hours working be required, as and when necessary 	<ul style="list-style-type: none"> Willingness to participate in school events (e.g. Parents evening). 	<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
PHYSICAL/SENSORY	<ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 Must be physically, emotionally and mentally equipped to withstand the pressures of the job. Neat/tidy appearance and pleasant manner which is necessary as an example to children and parents. 		<p>Selection process.</p>

Commitment to Safer Recruitment:

At the Interaction and Communication Academy Trust (ICAT), we are committed to Safeguarding and promoting the welfare of children and young people or adults at risk in our care. We expect all staff and volunteers to share this commitment. We are committed to equal opportunities in employment and we positively welcome your application. This position is subject to an enhanced DBS check and receipt of two satisfactory references, both of which will be requested prior to interview.

The Interaction and Communication Academy Trust (ICAT) and its Academies are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust/Academy privacy statement.

If you've lived or worked outside of the UK, the Trust/Academy may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.