

## **Great Heights Academy Trust**

### **Job Description**

<b>Post:</b>	School Business Manager
<b>Pay range:</b>	SO2 - 30,451 – 32,234 FTE
<b>Hours of work:</b>	37 hours per week. Term Time plus 15 days
<b>Responsible to:</b>	Principal, MAT Core Team
<b>Responsible for:</b>	Admin, Premises, Catering & Midday Teams

### **Prime Objectives of the Post**

**As an active member of the Leadership Team be responsible for promoting the highest standards of business ethos, underpinning the values and vision of the Trust and the Academy. To be responsible for strategic planning in relation to the business and support services of the Academy.**

**To be responsible for personnel management; premises/catering management; admissions and attendance management; administration; finance; training and development of non-classroom based staff and all matters within the management of the Academy which are supportive to, but do not directly involve teaching and learning.**

#### **Leadership & Management:**

- Attend Senior Management meetings, MAT Core Team Mtgs and when required governing body meetings to report on all strategic management as required
- Negotiate and influence strategic decision making within the Academy's SLT
- Plan and manage change in accordance with the school development/strategic plan.

#### **Personnel:**

- Line manage and appraise all non-class based staff
- Record staff absence and carry out monthly absence claims
- Liaise and assist the MAT HR Manager with staff appointments; absence reporting; HR/Payroll queries etc; induction; exit interviews etc.
- Maintain staff records on SIMS
- Be responsible for DBS checks and the Single Central Register
- Maintain training records of all staff and ensure mandatory training is kept up to date
- Seek advice from the MAT HR Manager in relation to HR issues as appropriate.

#### **Premises:**

- Ensure alongside the premises staff the security of the school sites
- Work alongside the COO & CFO on monitoring capital and CIF funding budgets and ensure that all ongoing projects are managed appropriately
- Manage the lettings of school premises to external hirers
- Ensure full H&S and Catering compliance is being undertaken and liaise with the MAT COO in relation to audits and risk management
- Ensure the Emergency Management Plan is kept up to date
- Take responsibility for the main H&S issues specific to the school and how they relate to pupils, staff, visitors and contractors including reporting accidents to the H&S Dept.
- Deal with insurance claims.

#### **Admissions & Attendance Management:**

- Target attendance across the Academy, with a particular focus on improving persistent absenteeism.
- Deal with pupil absence requests during term time

- Use data to identify students with poor attendance and report findings to the SLT.
- Plan and lead delivery of the Academy's marketing, public relations and admissions strategies, on designing the marketing strategy, organising events, managing the admissions processes, ensuring positive marketing communication and promoting the Academy/Trust to external stakeholders.

**Administration:**

- Establish and use effective methods to review and improve administrative systems
- Prepare information for publications and returns for the DFE; LA and other agencies and stakeholders within statutory guidelines as appropriate including termly Census and Pupil Premium data
- Take responsibility for the MIS system including set up of academic year, assessment data and reporting
- Be responsible for the up to date data collection of both pupil and staff information
- Communicate the strategy and relevant policies in the use of technology across the school, including Data Protection.

**Finance:**

- Oversee day-to day financial management including orders, invoices, BACS runs, credit card purchases and reconciliation
- Month / year end reporting as required by CFO
- Monitoring the budget in liaison with the CFO, including future year forecasting
- Supporting the Principal and colleagues of the academy in the financial management of the Academy within the budget set by the Trust Board
- Monitor and control income and expenditure in relation to the Academy's Catering Service and Breakfast Club
- Support SMT colleagues in the use of specific grant funding and associated action plans, including monitoring and reporting
- Oversee monthly overtime, supply timesheets etc
- Support the proper collection, reconciliation and banking of any monies received
- Be responsible for the School Fund including the completion of Year End accounts
- Maximise income through lettings and other activities
- Manage, negotiate and monitor contracts, tenders and agreements for the provision of support services
- Maintain the furniture and AV inventories.

To undertake such other duties and responsibilities as may be reasonably requested by the Principal and Core Team.

To be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs.

To act at all times as an Ambassador for the Academy/MAT actively promoting its values and vision with all stakeholders.

## PERSON SPECIFICATION

POST TITLE: SCHOOL BUSINESS MANAGER



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p><b>Experience</b></p>	<p>A minimum of 3 years relevant experience                      Proven experience of strategic planning, budget monitoring, cash management and procurement                      Experience of IT and MIS programmes                      Line Management experience.                      Working with changing priorities and proven ability to handle a range of situations.                      Experience of successfully networking and building relationships with other organisations or institutions</p>	<p>Successful leadership and management experience in a school, or in a relevant field outside education                      Experience of using Access, SIMS, Integris or equivalent                      Involvement in year-end accounts production                      Experience of payroll administration and processes                      Experience of managing H&amp;S/Premises Maintenance                      Experience of safer recruitment                      Experience of service contract management                      Experience of staff recruitment, employment contracts, induction and appraisals</p>	<p>Application Form                      Certificates                      References                      Interview</p>
<p><b>Leadership</b></p>	<p>Ability to support and demonstrate commitment to the vision for the further development and improvement of the Academy                      Able to support the Principal, SLT and Governors in the management of change and improvement in pursuit of strategic objectives                      Ability to devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others                      Able to present information clearly to a wide range of audiences                      Deal sensitively with people and resolve conflicts</p>	<p>Experience of working with Senior Leaders and a Governing Body</p>	

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<p><b>Qualifications &amp; Training</b></p>	<p>GCSE English and Maths or equivalent Grade A to C</p>	<p>Business or Administration or School Business Manager qualification e.g. CSBM/DSBM or equivalent F</p>	<p>Application Form Certificates References Interview</p>
<p><b>Knowledge and Skills</b></p>	<p>Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative Able to evaluate current systems and modify and enhance their effectiveness An awareness and understanding of safeguarding responsibilities of all adults who work with children Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required that inform non-specialists Ability to communicate with and build relationships with a wide range of audiences, including other employees within the school, governors, parents, LA and other stakeholders Ability to lead and manage staff effectively and sensitively and to lead by example Ability to negotiate best value Ability to manage projects from inception to completion, meeting deadlines Ability to work to tight deadlines and problem solve Excellent attention to detail</p>	<p>Website content management Working knowledge of Access accounting or similar school accounts system Intermediate excel</p>	<p>Application Form References Interview</p>
<p><b>Initiative &amp; Circumstances</b></p>	<p>Receptive to new ideas, approaches and challenges Demonstrate a commitment to the Academy's/Trust vision, aims and ethos, its community and the school improvement agenda</p>		<p>Application Form References Interview</p>

**PERSON SPECIFICATION**



**POST TITLE: SCHOOL BUSINESS MANAGER**

	<p>Complete confidentiality, discretion and tact. Calm and able to respond to the changing demands of school and school life Flexible and willing to adapt to changing circumstances Able to attend evening meetings as required Good listening and communication skills both written and verbal Willingness to constructively challenge the work of self and others to continually improve own and team performance To be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs.</p>		
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