



JOB DESCRIPTION

Job Title: Business and Operations Manager
Grade: PO1 SCP 27 – 30
Reporting to: The Principal
Responsible for: Admin & Premises Staff

Job Purpose:

To ensure the academy makes best use of resources through effective forward planning and financial consideration; working as part of the Senior leadership Team (SLT) and advising the Principal and Governing Body (GB) on the non-teaching activities of the academy.

Summary – the Business and Operations Manager will:

- Be routinely involved in complex day to day issues and one-off projects
- Offer advice, guidance and recommendations to SLT and GB on non -teaching aspects
- Prepare proposals and costings for projects/initiatives/grants for the Principal and GB
- Attend whole GB and committee meetings as appropriate
- Handle difficult/sensitive situations without supervision
- Be expected to contribute to the management of change within the academy as part of the Senior Leadership Team
- Input at a high level of responsibility for the successful and smooth running of the academy in many areas, particularly the supervision of all admin support, budget and statistical control, personnel management and premises maintenance and Health and Safety

Line Management

Line Management for admin, premises, and lunchtime supervisory staff, to include performance management and day to day organisation and management.

Duties

- Training and development of the admin, wrap around care and lunchtime team
- Delegating duties as appropriate
- Setting priorities for other staff including timescales
- Providing an induction and training plan for support staff
- Managing systems related to staff attendance, absence, cover and holidays
- Ensuring clear communication within the academy
- Recruiting admin and non- teaching staff (including preparation of adverts etc) and assisting with the admin process for teaching staff recruitment
- Preparing staff rotas, timetables etc
- Arranging staffing and smooth running of academy lettings
- Liaising with external catering agency in order to provide smooth operation of the service on a day to day basis

Financial Management

Responsibility

To ensure the integrity of the academy's financial management systems and the smooth operation of financial systems. Ensuring the academy has the appropriate financial policies and reporting in place and ensuring that income and expenditure are managed properly.

Strategic Financial Duties

- Manage and organise the academy accounting system
- Manage the day to day running of the School Fund to include preparation for annual audit in line with audit regulations.
- Keep full accounting records using the Trust's Resource system
- Provide advice and financial statements, advising the Principal and GB of potential outturn
- Ensure compliance with TGAT's financial regulations
- Ensure that Best Value principles are upheld
- Liaise with The GORSE Academies Trust (TGAT) in order to prepare budget statements and reports for Governors
- Generate additional funding through grants etc where appropriate
- Attend training with regard to all of the above

Day to Day Financial Duties include:

- Manage financial admin procedures
- Oversee and monitoring the payroll system for all staff, reporting any errors etc.
- Ensure all financial returns meet deadlines
- Manage procurement and bidding procedures as requested by the SLT and GB
- Support and advise delegated budget holders in controlling their budgets
- Provide accurate and up to date reports for the Principal and Governing Body as required

HR and Staffing Responsibilities

To liaise with Leeds City Council's Business Support Centre (BSC) and the TGAT's Director of HR to ensure contracts and payroll processes are correct and in line with best practice and employment law.

Duties

- Manage the admin of personnel and payroll systems
- Ensure Welfare Action Support Plans are in place and implemented for colleagues as required
- Manage all aspects of Employee/Personnel admin
- Manage staff contracts and recruitment admin including references/pre-employment medicals/DBS checks etc
- Prepare and maintain the Central Single Record for the academy
- Coordinate and implement procedures for following the academy's policy for managing staff attendance including organising and leading return to work and formal sickness absence management meetings
- Manage automated system for signing in and out. Monitor and address timekeeping issues for individuals in the first instance. Prepare related information and reports for the Principal as necessary
- Maintain academy CPD and training records, ensuring all mandatory training is kept up to date

Premises Management

To manage the use and maintenance of the academy premises; as the Health & Safety lead ensure the Health and Safety and smooth operation of the academy in liaison with the site manager. To manage and arrange lettings for the academy in line with the Academy Lettings Procedure.

Duties

- Work with the site manager to ensure that the building is maintained to a high standard
- Complete relevant Health and Safety training and maintain status through necessary refresher courses
- Liaise with the Site Manager to ensure that evacuation and emergency procedures are in place and that necessary drills are carried out
- Work with the site manager to ensure EVERY records are up to date and accurate
- Ensure the academy Health and Safety Action Plan is fit for purpose
- Ensure quotes and tenders are prepared in line with GB requests

- Ensure arrangements are in place for the booking, staffing and smooth running of academy lettings
- Liaise with the Site Manager to ensure the implementation of the Asset Management Plan
- Ensure adequate insurance cover and monitoring of admin claims (eg sickness cover)
- Manage the academy inventory in line with audit requirements

Hospitality and Promoting School Ethos

Welcoming and advising parents and visitors as appropriate

Duties

- Ensure parents who visit the school are assisted with application forms, provide general information and liaise with Leeds City Council and Trust central teams for any other assistance required
- Ensure front line welcome and assistance to all visitors
- Contribute to, and promote the overall work/ethos/aims of the academy
- Support, uphold and contribute to the development of Equality and Diversity policies and practices in respect of both employment issues and the delivery of services to the community
- Support, uphold and contribute to the development of other academy policies e.g. child protection, health and safety, security.

Whole Academy Administration

Ensuring that all school wide admin systems are current and efficient and then advising the GB as appropriate

Duties

- Ensure internal and external communication and marketing material is of an excellent standard
- Fulfil the role of Chief Privacy Officer
- Manage allergy and medical information for pupils
- Manage admission procedures
- Manage the academy admin functions (and training other admin staff) including phone systems, records, secretarial support
- Manage the administrative network for the academy
- Prepare and produce academy records
- Direct and manage the upkeep of pupil records including the link to assessment systems
- Oversee the preparation and production of reports and returns to the LA, DFE and Governors including the CENSUS and pupil numbers and performance data
- Act as point of contact for academy records and returns
- Obtain licences and permissions as required
- Assist the Principal in developing academy policies
- Ensure service contracts are placed and performance standards monitored; prepare relevant reports to the Governing Body.
- Any other duties at the reasonable request of the Principal

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification Business Manager

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5+ GCSE A* - G (or equivalent) including English and Mathematics. 	<ul style="list-style-type: none"> 5+ GCSE A* - C (or equivalent) including English and Mathematics. A degree or higher-level qualification in a relevant subject.
Knowledge and Skills	<ul style="list-style-type: none"> Excellent ICT skills (Microsoft Office) including ability to mail merge and use databases A comprehensive understanding of office procedures and working practice An understanding of equality and diversity Knowledge of performance management and appraisal procedures Able to communicate effectively, (in a polite, helpful and efficient manner) with a wide range of people, both face to face and over the telephone Good time management, organisation skills and the ability to prioritise Ability to communicate effectively, orally and in writing Able to work as part of a team, delegating as necessary Accuracy and attention to detail Able to work under pressure and meet conflicting deadlines Able to identify problems, use initiative and refer to senior staff as necessary Flexibility in order to adapt to the changing needs of the academy Commitment to fulfil all the requirements of the job and provide a good quality of service Honesty and integrity Ability to lead and motivate staff alongside high aspirations and expectations of self and others Customer orientated and able to relate well to adults and children 	<ul style="list-style-type: none"> Working knowledge of SIMS Working knowledge of ParentPay ICT qualification (RSA CLAIT / European Computer Driving Licence / or equivalent) Knowledge of Safer Recruitment and Keeping children safe in Education. Understanding of Evolve (Educational Trips) Administration Process and Health and Safety Risk Assessments Understanding of HR procedures such as absence management, grievances and disciplinary procedures Understanding of basic good financial audit standards

	<ul style="list-style-type: none"> • An ability to maintain confidentiality. • Confidence, enthusiasm, flexibility, and responsiveness to change • A desire to learn and to work with all to promote the aims of the academy. • Commitment to hard work, team work and supporting others • Present a positive personal image, contributing to a welcoming environment • An interest in education and schools • Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development. • Commitment to Equality and Diversity 	
Experience	<ul style="list-style-type: none"> • Supervisory and/or management experience • Working as a member of a team • Maintain accurate records using both manual and electronic systems • Producing reports and using data • Dealing with more complex queries from a wide range of people • Working in partnership with others to deliver work to set deadlines • Managing and developing a team • Providing customer focused services • Demonstrating and using own initiative • Dealing with and implementing change 	<ul style="list-style-type: none"> • Working in a school environment
Continuous Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to Continuing Professional Development 	
Other Conditions	<ul style="list-style-type: none"> • Enhanced DBS Clearance 	

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