

JOB DESCRIPTION

Position:	School Business Manager
Department:	The Greetland Academy
Pay Range:	SO2 - 30,984 – 32,798 FTE
Hours of Work:	30 hours per week term time plus 5 days
Responsible to:	Principal
Responsible for:	Admin, Premises, Catering and 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 absence 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.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties & Responsibilities

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 Arbor.
- 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, alongside pastoral manager.
- 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.
- Support the running of the office. Answering calls and dealing with parents in absence of admin staff.
- 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.
- Support with SEND – care plans, monitoring emails, scanning documents.

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.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To uphold the Nolan Principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- 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.
- To undertake any other professional duties as required by the principal.