|  |  |
| --- | --- |
| **Post Title:** | **Business Manager** |
| **Job Purpose:** | To ensure that all MAT policies and processes are implemented efficiently within the Academy. |
| **Responsible to:** | Principal through MAT Business and QA Manager |
| **Responsible for:** | Financial accounting and processes  Administration  Management of the single central register and safeguarding of site  HR procedures  All support staff involved in administration, premises management, financial support, health and safety and contractors on sight  Procurement (in liaison with central support) |
| **Liaising with (Working Relationships):** | Principal  MAT Central Support  Governors  Strategic Leadership Team  External agencies  Business partners and suppliers |
| **Hours of Work:** | Full Time |
| **Grade and Range of Post:** | Scale K (34-37) £30,153 - £32,486 pa |
| **Current Base:** |  |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure. |
| **Main / Core Duties:** | Manage the academy’s financial operations  Ensure accuracy of non-academic data  Ensure compliance with MAT policies and procedures  Act as Educational Visits Co-ordinator  Work with Strategic Leadership Team  Ensure school website is compliant |
| **Operational Planning:** | To assist and advise in the preparation of the academy budget  To ensure that all business systems support efficient operational plans |
| **Service Provision:** | To manage the raising of purchase orders and authorise invoices in accordance with the financial regulations of MAT  To analyse monthly management accounts and advise principal accordingly  To record and manage the administration of staff absence according to MAT policies  To provide all HR information necessary for MAT central regarding employees  To ensure compliance with all policies and procedures relating to keeping children safe in education including the management of the single central register  To manage the administration of educational visits |
| **Service Development:** | To identify areas for improvement in the delivery of the business function  To ensure the MIS are responsive to the needs of the business in their development  To make a contribution to the strategic development plans for the academy |
| **Staffing and Staffing Development:** | To line manage Front of House Manager and Premises Manager to ensure effective line management of all support staff, other than educational support.  Line manage Principal’s PA  Line management of Catering Manager  Oversee the performance management of all support staff  Conduct effective performance management for an identified group of staff  Maintain all employee records  To ensure provision of statutory training as required for staff and maintain records |
| **Recruitment / Deployment of Staff:** | With the Principal identify posts requiring recruitment, liaise with MAT Business and QA Manager and co-ordinate all recruitment to the academy |
| **Quality Assurance:** | To QA the deployment of administration staff in ensuring:   * Student records are current and accurate * Website is regularly updated and is compliant * Events and visits are efficiently and effectively supported   Ensure all MAT policies are implemented and that staff are aware of all policies and able to access them  To ensure that all publications from the academy, including prospectuses and newsletters, are published to a high standard in line with the academy’s ethos and mission and provide information necessary for all stakeholders  To QA all educational visits  Inform the Principal immediately of any Health and Safety or Safeguarding concerns that rise. |
| **Management Information and Administration:** | Manage MIS in relation to all non-academic information  Manage the return of all business data as requested by DfE, LA and MAT and in accordance with data protection  Co-ordinate FOI requests in liaison with MAT Business and QA Manager |
| **Communications:** | To be responsible for all communications arising from the core business of the academy as detailed above  To attend all meetings identified by the Principal and MAT Business and QA Manager and communicate the MAT vision effectively at meetings – both internal and external |
| **Marketing and Liaison:** | To work with the Principal and MAT central staff in developing the marketing strategy for the academy |
| **Management of Resources (Other than People):** | To manage the academy budget on a day-to-day basis  In liaison with MAT central as appropriate manage the academy procurement process in line with financial regulations  Responsibility for the safe use and safe keeping of Trust resources |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures. |
| **Other Specific Responsibilities:** | To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.  To carry out all duties in the most effective, efficient and economic manner.  To continue personal development in the relevant area.  Participate fully with arrangements made in accordance with the Academy Trust’s Performance Management Policy.  Perform any other reasonable duties as requested by the Principal and MAT Business and QA Manager. |
| **Safeguarding:** | The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so. |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title. |
| **Date:** | March 2017 |