



King's Academy Binfield

King's Academy Binfield



BUSINESS MANAGER

King's Academy Binfield
St. Georges Park, Binfield, Bracknell, Berkshire, RG42 4FS
Principal Designate – Mrs Sarah Howells
Email: sarah.howells@kingsacademies.uk



King's Academy Binfield

Dare to be Remarkable

March 2018

Dear Applicant

Thank you for taking the time to find out more about the role of Business Manager at King's Academy Binfield (KAB). I am pleased therefore to attach the Job Description and Person Specification and look forward to receiving your completed application form and supporting letter.

Application Process

For full details and an application form, please download directly from our own website: www.kgabinfoield.uk, from the TES website or by contacting Amanda French, PA to the Principal by email: amanda.french@kingsacademies.uk. For any further information or an informal discussion please contact Sarah Howells, the Principal Designate by emailing her sarah.howells@kingsacademies.uk or Sue Collins, Finance Director, King's Group Academies: sue.collins@kingsacademies.uk

Completed application forms should be submitted to Amanda French at the email address given above or by post to: King's Academy Ringmer, Lewes Road, Ringmer, East Sussex, BN8 5RB by Friday 23rd March 2018 at 9am. Interviews will be held on Wednesday 28th March 2018

Yours faithfully

Sarah Howells
Principal Designate
King's Academy Binfield



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King's Academy Binfield Job Description Business Manager

POST TITLE:	Business Manager
GRADE:	45-49
SALARY:	£40,057 – £43,821
CONTRACTUAL ARRANGEMENTS:	52 weeks per year, 37 hours per week contracted post
ACCOUNTABLE TO:	Principal (with accountability to the Trust's Finance Director in some Trust-wide matters)

PURPOSE OF THE JOB

- To be a member of the Academy's Senior Leadership Team, providing advice and support in respect of the financial, HR, legislative, administrative and facilities management of the Academy
- To contribute to the strategic vision of the Academy and act as an effective and articulate ambassador to raise its profile
- To lead on financial resource management within the Academy in accordance with the Trust's Finance Policy and to ensure compliance with all relevant financial regulations and policies
- To provide professional leadership and development of the Academy's administration, finance, HR and site management functions
- Until the appointment of the PA to the Principal role, to provide PA and support to the Principal

KEY ACCOUNTABILITIES

1. To take a leadership role and provide strategic advice to the Senior Leadership Team and Local Governing Body on matters relating to Finance, Human Resource Management, Facilities Management and relevant legislation;
2. To establish effective financial planning management, systems and processes and ensure these are adhered to at all times across the Academy;
3. To manage the Academy's finance, HR, site management and administration teams, providing leadership, guidance and support, setting priorities and objectives and managing performance;
4. In consultation with the Principal and the Trust's Finance Director, to prepare, manage and monitor allocated budgets, ensuring that value for money is obtained from any procurements;
5. To ensure the effective administration and maintenance of accounting systems and records and to prepare financial statements and returns as required;
6. To deputise for the Principal in relevant areas of expertise;
7. To negotiate, manage and monitor contracts, tenders and agreements, ensuring best value for money, and in accordance with the Trust's Scheme of Delegation;
8. To positively promote the Academy and identify opportunities to raise its profile within the local community and with other relevant audiences;
9. To have line management responsibility for the network manager responsible for the Academy's IT systems, networks and equipment
10. To manage the asset register;

11. To prepare and send statistical reports and other returns to the Trust, Local Governing Body, LA, DfE and external organisations/bodies as required;
12. To manage a range of complex projects and initiatives, including managing organisational change, as may be required and as directed by the Principal;
13. To investigate opportunities to generate additional income for the Academy, including applying for appropriate Government grants;
14. To lead and oversee the arrangements for the Extended Academies initiative and for the out-of-hours letting of the Academy premises to outside organisations;
15. To manage the design, preparation and production of documents and publicity material including the Academy prospectus, parent newsletters etc and maintenance of the Academy's web pages;
16. To work with the Principal to manage the recruitment, induction and training of all new employees;
17. To ensure that the Academy has appropriate Health and Safety and Disaster Recovery arrangements;
18. To keep up to date with Government, Regional and Local policies, understand the implications for the Academy and develop appropriate policies and procedures to reflect any new initiatives or changes in legislation/guidance;
19. To carry out any other managerial or administrative duties, within the responsibility level of the post, as directed by the Principal.

Supporting the Academy

At an appropriate level, according to the job role, grade and training received, all employees in the Academy are expected to:

1. Support the aims, values, mission and ethos of the Academy and participate in a team approach to all aspects of Academy life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and to be aware of confidential issues linked to home/child/teacher/Academy and keep confidences appropriately.

4. Be aware of health and safety issues and act in accordance with the Academy's Health and Safety Policy

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.



King's Academy Binfield

King's Academy Binfield Person Specification Business Manager

POST: BUSINESS MANAGER			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u> <u>Qualifications</u> First Degree plus a recognised professional qualification in finance, accounting, or business/administration NCSL Certificate/Diploma in School Business Management <u>Knowledge/Experience</u> At least 5 years' experience of strategic senior or middle management gained preferably, although not necessarily, within a school An excellent understanding and at least 5 years' practical experience at a senior level in	To demonstrate the necessary levels of academic and business achievement to undertake a senior business management role	Highly desirable	4
	To provide the theoretical context for school business management	Highly desirable	4
	To demonstrate the ability to build, develop and manage teams	Now	5
	To lead teams supporting the business functions of the school	Now	5

POST: BUSINESS MANAGER

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
one or more of the key disciplines (Finance, HR, Business Administration) ideally gained within an educational setting			
Demonstrable expertise in financial management procedures and the management of large budgets	To prepare and monitor budgets and to ensure correct financial procedures are adhered to across the school	Now	5
Knowledge/experience of facilities management, including Health and Safety	To lead the site management function and line manage the site team	Desirable	4
Experience of managing large and complex projects	To manage a range of special projects as directed by the Head Teacher	Now	4
<u>MENTAL SKILLS</u>			
Ability to analyse and interpret a range of complex information	To run reports, analyse data and present information to the Leadership team and Governors	Now	5
Work planning skills (long term planning)	To effectively plan, prioritise and organise the work of the teams for which the post holder is responsible	Now	5
	To undertake long/medium term financial planning		
	To contribute to the strategic vision for the school as a member of SLT and to plan, lead and		

POST: BUSINESS MANAGER

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
	implement organisational change To manage complex projects		
<u>INTERPERSONAL & COMMUNICATION SKILLS</u> Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills	To develop and maintain effective working relationships with colleagues, pupils and “partners” of the school (Parents, Governors, Visitors, outside agencies and contractors etc.) To be an effective ambassador for the school within the local community	Now	5
<u>PHYSICAL SKILLS</u> Highly developed ICT skills	To operate a variety of computer systems and to produce reports, correspondence and documentation To manage the school’s IT systems	Now	5
<u>INITIATIVE & INDEPENDENCE</u> Ability to work on own initiative and to organise/prioritise own workload and that of the team	To work independently and to make decisions as a member of the Senior Leadership Team	Ability now	5

POST: BUSINESS MANAGER

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>PHYSICAL DEMANDS</u>			
Limited			
<u>MENTAL DEMANDS</u>			
Ability to concentrate on detailed work for long periods of time	To analyse complex data, produce financial information and work on detailed reports, project briefs etc	Now	5
Ability to deal with conflicting priorities and cope with considerable pressure	To manage interruptions and conflicting demands and to meet deadlines	Now	5
<u>EMOTIONAL DEMANDS</u>			
Occasional			
<u>RESPONSIBILITY FOR PEOPLE</u>			
Understanding of key safeguarding issues and procedures	<p>To ensure correct reporting and monitoring of any safeguarding issues arising across the school;</p> <p>To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information;</p>	Good understanding now	5

POST: BUSINESS MANAGER

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
Understanding/previous experience of Health and Safety management	To manage the H&S function	Desirable	4
<u>RESPONSIBILITY FOR SUPERVISION</u>			
Previous experience of staff management (at a strategic senior or middle management level)	To manage a variety of school support teams including undertaking appraisals and performance management, providing guidance and support, setting priorities and dealing with problems	Now	5
<u>FINANCIAL RESPONSIBILITY</u>			
Ability to manage large budgets	To plan and prepare budgets and to ensure correct financial procedures are adhered to across the school	Now	5
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u>			
Ability/experience in using school computer systems (SIMS, TUCASI etc) and general office systems (MS Word, Excel etc)	To design and produce documentation and correspondence; maintain financial systems and records; run reports and analyse data	Now	4

POST: BUSINESS MANAGER

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
Ability/experience in asset management	To be responsible for the asset register and to oversee repairs and maintenance to equipment	Desirable	3

Safeguarding Statement

King's Academy Binfield is committed to safeguarding and promoting the welfare of children and young students and expects all staff to share this commitment. The successful applicant will need to undertake an Enhanced DBS check.