



## **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.