



Job Description

Post title	Assistant Business Manager
Academy	Haberdashers' Aske's Knights Academy
Grade	Scale M1-M6 (£37,366 - £42,603)
Responsible to	Business Manager

Summary of the overall purpose of the job

The Assistant Business Manager will be part of the team responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school. You will support the Business Manager in ensuring the highest standards of business ethos within the administrative function of the school and strategically ensuring the most effective use of resources in support of the school's learning objectives. A four year funded professional development training programme leading to Schools Business Management accreditation is offered as part of the package.

Key responsibilities and objectives of the job

General

- To assist the Business Manager in planning and managing change in accordance with the school development/strategic plan.
- To assist the Business Manager in leading and managing all school support staff
- To assist the Business Manager in effective financial resource management

Data Management

- To assist the Business Manager in planning and managing change in accordance with the school development/strategic plan.
- To assist the Business Manager in leading and managing all school support staff
- To assist the Business Manager in effective financial resource management
- To record, collate and analyse behaviour data drawn from a variety of sources including incident reports and lesson observations
- To test and improve the completeness and consistency of data on pupils' behaviour
- To provide the analysed data for Governors, heads of schools, senior management of schools, heads of subject, heads of years and all teaching staff.
- To produce data to inform target-setting for staff performance management for all teaching staff and their line managers.
- To produce analysis of the quality of teaching across the academy, considering individual staff, teams and the experience of groups of pupils

- To produce data to inform the self-evaluation of the effectiveness of teams at every level within the Academy.
- To collect and analyse data about the execution of performance management and its impact on staff effectiveness.
- To analyse data about staff absence and use of cover teachers
- To write the school timetable under the guidance of the responsible Vice Principal and maintain it through the year
- To provide analysis and reports on the timetable for the Academy Leadership Team
- To model option blocks based on data about student choices and when finalised import the results into SIMS

In addition, to support with the following areas:

Administration Management

- Manage the whole school administrative function and lead a group of support staff
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within statutory guidelines.

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance

- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

General responsibilities and objectives

- To promote the principle of equal opportunities in the Federation
- To promote a single Federation ethos
- To promote the Federation's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the Federation framework with regard to Health and Safety
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Federation's safeguarding policies

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: September 2016

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Will hold a good honours degree in a relevant discipline	*		AP,I, R, AS
A higher qualification in education and/or management would be an advantage but is not essential		*	
Experience			
Will have experience of holding a position of responsibility	*		AP,I, R
Will be an outstanding and effective administrator	*		AP,I, R
Will be able to demonstrate a passion and enthusiasm for education	*		AP,I, R
Will have in-depth knowledge of how schools function	*		AP,I, R
Ability to delegate responsibility with accountability	*		AP,AS,I,R
Personal characteristics/other requirements			
Will have the ability and manage a varied workload in addition to pursuing their own professional development; ability to organise work, prioritise tasks, make decisions and manage time effectively	*		AP,I,R
Will demonstrate high-level communication and literacy skills	*		AP, AS,I, R
Is able to communicate with the whole spectrum of staff and governors in a diplomatic and, when appropriate, jargon free manner	*		AP,I, R
Is a 'can do' person who works flexibly, positively and collaboratively	*		AP, I, R
Will be able to demonstrate professionalism of the highest order	*		AS,I,R
Will demonstrate the ability to lead and work within teams	*		AP,AS,I, R

Is committed to introducing a range of innovative and forward-thinking strategies	*		AS,I,R
Commitment to safeguarding and promoting the welfare of children and young people	*		AP,AS,I,R