

**JOB TITLE:** **Assistant Business Manager**

**GRADE:** **L10 – L14 - £49,199 - £54,250**

**LINE MANAGER:** **Executive Business Manager**

**JOB PURPOSE**

The Assistant Business Manager will support the Executive Business Manager with the operational responsibilities for finance, facilities, administration, health and safety and HR within the school and will report directly to the Executive Business Manager. The Assistant Business Manager will assist in facilitating the delivery of the School's priorities under the leadership of the Headteacher and will support the leadership team in delivering objectives.

**RESPONSIBILITIES AND ACCOUNTABILITIES**

**Finance**

- To oversee the day-to-day management and workload of the school's financial team.
- To assist the Executive Business Manager with the preparation of the annual budget and any accompanying developmental plans for the school ensuring schemes of delegation are adhered to
- To assist the Executive Business Manager on developing the financial strategy for the school preparing short, medium and long-term planning
- To work with the Executive Business Manager and external accountant to prepare the end of year statutory accounts and the audit file for year end, liaising with the auditors to reach signoff and filing of annual company accounts according to the DfE and HMRC guidelines
- To actively monitor the budget and control performance to achieve value for money
- To support the preparation of the monthly management accounts including financial forecasts and explanations of any variances
- To advise the Executive Business Manager if fraudulent activities are suspected or uncovered
- To use financial management information, including benchmarking tools, to identify areas of relative spending and assess any trends
- To assist with procurement processes, policies and activities within the School to ensure they meet relevant standards and guidelines
- To oversee income generation including letting arrangements
- To support with the preparation and timely submission of statutory returns

- To support the Executive Business Manager to ensure that VAT, PAYE, NI, Teachers' Pensions and LGPS pensions returns are submitted on time
- To comply with all financial and regulatory obligations including ESFA, HMRC and Companies House
- To attend all Finance Committee Meetings
- To work with the Executive Business Manager and auditors to ensure correct valuations are available in relation to the building assets of the School and the pension liabilities
- To ensure that all relevant policies, systems and procedures to ensure tasks are undertaken in accordance with appropriate requirements, legislation and regulations are followed
- To assist with the design and implementation of financial control systems
- Look for opportunities to raise additional income for the Academy including bidding for funding and developing business services which can be used to generate funding
- To support the Executive Business Manager in identifying efficiency savings
- To oversee arrangements for offsite visit ensuring that policies and procedures are followed at all times

#### **Payroll**

- To oversee the school's payroll procedures ensuring that reports are prepared in timely manner, liaising with external providers as required
- To monitor and oversee all overtime payments and time sheets
- To ensure that appropriate checking is carried out prior to payroll being signed off
- To assist with the administration of Teachers' Pensions and the Local Government Pension Scheme
- To ensure that the administration of childcare vouchers, travel to work schemes and other payroll deductions as required
- To ensure that all returns and year end certificates for the pension schemes are completed in accordance with current guidelines

#### **HR**

- Apply the School's policies in relation to staff management, where appropriate working within the policies to address HR issues and manage staff performance
- To assist in the management and development of support staff who provide administrative and technical support
- Create a no blame, no excuses culture of high expectations of all staff working in support roles

- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy are commonplace. Take a personal role in spreading good practice
- To assist the Executive Business Manager with HR administration to include issuing contracts and arranging medical checks, ensuring staff complete necessary paperwork on time
- Performance manage the staff whom the post holder line manages
- Assist the Executive Business Manager and other members of the SLT to manage staff absence including Return to Work interviews and monitoring absence
- To oversee with the Executive Business Manager the School's Central Register

#### **Health and Safety**

- To assist the Executive Business Manager in the management of the school site and the site team, liaising with the Site Manager on a daily basis
- Ensuring that the School's Health and Safety policy is implemented so that the environment is safe and well maintained
- Ensuring that the School's Health and Safety Policy is clearly communicated, available to all and is appropriately implemented
- Provide support, guidance and arranging training where required with regard to Health and Safety across the School ensuring that all staff are inducted into the Health and Safety practices
- Ensuring that systems are in place to enable the identification of hazards and risk assessments
- Ensuring that systems are in place for effective monitoring, measuring and reporting of health and safety issues
- Ensure that regular inspections are timetabled, and results reported
- Ensure that agreed actions from any audits are implemented
- Attend the Health and Safety meetings providing reports and updates on health and safety matters
- Ensure duties are carried out in connection to health and safety responsibilities, including the collation of all accident information, reporting of accidents under RIDDOR and ensure that a full investigation has been completed and passed to the Executive Business Manager

## **Facilities**

- To assist the Executive Business Manager in the management of the school site and the site team, liaising with the Site Manager on a daily basis to ensure a safe and clean environment is maintained
- To assist the Executive Business Manager in ensuring that school activities are compliant and notify the Executive Business Manager of any issues which may impact upon the school
- To assist in the oversight of the day to day management of facilities contracts including catering, cleaning and grounds maintenance
- To support the Site Manager in developing maintenance and developments plans
- To assist the Executive Business Manager in writing and overseeing tendering arrangements
- To support the Site Manager in developing and maintain a maintenance and accommodation inventory, including furniture contents, to plan rolling programmes of decoration and maintenance etc and asset management
- Oversee the use the school's premises for all out-of-hours provision

## **Other responsibilities**

- To deputise for the Executive Business Manager in their absence
- Promote and safeguard the welfare of children and young people you come into contact with
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, and support and ensure equal opportunities for all
- Contribute to the overall aims/ethos/work of the school
- To undertake such duties as reasonably correspond to the greater character of the post, being a visible presence within the School, including attending meetings and public events
- Appreciate and support the role of other professional
- Attend and participate in relevant meetings as required

## ASSISTANT BUSINESS MANGER: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Recognised management/business degree of professional qualifications</li> <li>• Evidence of finance, business or administration management experience</li> <li>• Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets</li> <li>• Evidence of managing people and making decisions</li> <li>• Experience of HR functions</li> <li>• Experience of managing change and implementing new systems/procedures/controls</li> </ul>	<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Recognised accounting/HR qualification</li> <li>• School business manager specific qualification that is Fellow of ISBL, DSBM, CSBM, CIFA</li> <li>• Evidence of managing within a school or similar establishment</li> <li>• Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities</li> <li>• Member of Institute of School Business Leaders or other professional body</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificates (to be available at interview)</p>



Knowledge and skills:	Knowledge and skills:	Evidence
<ul style="list-style-type: none"><li>• Ability to build and form good relationships with students, colleagues and other professionals</li><li>• Able to manage, develop and motivate a team of staff, delegating duties as required</li><li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own</li><li>• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals</li><li>• Ability to proficiently use office and management software applications</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and understanding of ESFA financial requirements</li><li>• Knowledge and understanding of educational enterprise issues</li></ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>



Personal Qualities		Evidence
<ul style="list-style-type: none"><li>• Excellent interpersonal skills with ability to maintain strict confidentiality</li><li>• Initiative and ability to prioritise one's own work and that of others to meet deadlines when under pressure</li><li>• Able to follow direction and work in collaboration with the Executive Business Manager and leadership team</li><li>• Able to constructively challenge self and others to continually improve own and team performance</li><li>• Able to work flexibly, adopt a 'hand on' approach, and respond to unplanned situations</li><li>• Ability to evaluate own development needs and those of others and address them</li><li>• A willingness to seek specialist advice and an awareness of where to seek it</li><li>• Able to attend evening meetings when required</li><li>• Efficient and meticulous in organisation</li><li>• Commitment to the highest standards of child protection and safeguarding</li></ul>		References and Interview



<ul style="list-style-type: none"><li>• Recognition of the importance of personal responsibility for health and safety</li><li>• Commitment to the school's ethos, aims and its whole community</li></ul>		
---	--	--