

# Job Description

For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

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| **Job Title** | Academy Business Manager |
| **Accountable To** | Principal |
| **Job Purpose** | As part of the Academy’s Senior Leadership Team to lead all non-teaching aspects of the Academy’s work, promoting of a business ethos and ensuring the most effective use of the Academy’s resources. |
| **Salary** | Initially £36379 to £40057 according to skills and experience.  The salary scale will be reviewed as the Academy expands.  ***Note:*** *This is a full-time role, 52 weeks per year, with initial annual holiday entitlement of 25 days plus bank holidays.* |
| **Start Date** | 1st March 2018 (or as soon as possible thereafter) |

*This job description details the responsibilities of the post, but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).*

Great Western Academy will open in September 2018 in North Swindon. The Academy will educate pupils from Years 7 to 13. The first students will be admitted into Year 7 (PAN 150) and Year 12 (PAN 80) in September 2018. GWA’s free school sponsor is New College, Swindon; significant links will be maintained with New College for delivery of teaching and, in all probability, for many administrative functions as the Academy grows. The Academy Business Manager will take up post from March 2018 to ensure that the Academy is fully prepared for a successful start for staff and students from September 2018.

The job description below is based on the role once the Academy is fully operational. Between March and September 2018 the successful candidate will work with the Principal, Assistant Principal, and staff at New College to:

* build on, monitor and refine financial plans already in place for pre-opening and for year 1
* ensure procurement of all necessary resources for the Academy to function effectively from day 1
* put in place efficient and cost-effective arrangements for financial resource management, human resource management and facilities management
* work with BAM (building contractors) and the ESFA to ensure smooth handover of the Academy building (due for completion in July 2018) and its building management strategies and protocols
* ensure Health and Safety procedures are in place and staff are trained as necessary
* investigate income generation opportunities, including lettings (for which there has already been much interest)
* recruit the administrative staff necessary to run the school effectively in the first year of operation

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.*

1. Key Outcomes

* be part of the core team which opens the new Academy and ensures a culture at all levels of excellence and equality that delivers and promotes high expectations and aspirations for all staff and students
* to promote a business ethos in the Academy which supports outstanding teaching and learning by making the most effective use of the Academy’s resources within a balanced budget
* to provide assurance to Governors and Senior Management that the Academy’s internal control framework is robust, comprehensive, and complies with relevant guidance
* as part of the Senior Leadership Team to influence strategic planning and decision-making in the Academy
* to set up effective methods of financial resource management, human resource management and facilities management which develop as the Academy expands
* to act as Chief Financial Officer for the Academy, ensuring appropriate financial governance and risk management
* to successfully lead and manage all non-teaching aspects of the Academy’s work, ensuring outstanding performance in all areas

1. Leadership and Development

* provide strategic leadership of all non-teaching aspects of the Academy’s work
* influence the Academy’s strategic planning and decision-making by being part of the Academy’s Senior Leadership Team
* develop and manage service level agreements for outsourced administrative services
* lead, manage and develop best practice within the Academy’s finance, administrative and facilities teams
* use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to optimise efficiency and avoid duplication
* line manage the Finance Manager, HR Manager, Network Manager and Facilities Manager once these posts are in place
* in the absence of the Principal, take delegated responsibility for financial, personnel, site and compliance decisions, if necessary

1. Financial Resource Management

* evaluate information and consult with the Leadership Team and Governors to prepare a realistic and balanced budget for Academy activity
* submit the proposed budget to the Principal and Governors for approval and lead the overall financial planning process
* use the agreed budget to actively monitor and control monthly performance to achieve value for money identifying and informing the Principal and Governors of the causes of significant variance and take prompt corrective action
* put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules, monitoring the effectiveness and implementation of agreements in accordance with Best Value frameworks
* support the Academy’s auditors with preparation of year-end accounts ready for submission to the ESFA by 31 December each year
* lead on financial compliance and prepare financial returns to the ESFA and other local and central government agencies as required
* advise the Principal and Governors if fraudulent activities are suspected or uncovered
* oversee risk management to ensure necessary checks are in place to meet all audit requirements
* maintain a strategic financial plan that will indicate the trends and requirements of the strategic development plan and will forecast future year budgets
* identify additional finance required to fund the Academy’s proposed activities
* maximise income generation opportunities (e.g. lettings of premises, consultancy, training offers, bidding for funds etc.)
* seek and make use of specialist financial expertise where necessary

1. Human Resource Management

* seek and make use of specialist expertise in relation to HR issues
* liaise with the payroll provider for all Academy staff including the management of pension schemes and associated services
* ensure the school’s equality policy is clearly communicated to all staff in school
* ensure that all recruitment, appraisal, staff development, grievance, disciplinary and change management policies and procedures comply with legal and regulatory requirements and are adhered to
* manage recruitment, performance management, appraisal and development for all finance, administrative, and facilities staff
* ensure non-teaching staff have a clear understanding of the policies and procedures and the importance of putting them into practice
* be responsible for the maintenance and updating of the Single Central Record (including Volunteers) and confidential staff records

1. Facilities Management

* to co-ordinate, with the Facilities Manager, the safe maintenance and security of the Academy site and buildings, the preparation of maintenance schedules and the efficient operation of all the facilities on the property, 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 Academy services
* ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
* seek professional advice on insurance where necessary and advise the SLT on appropriate insurances for the Academy and implement and manage such schemes accordingly

1. Health and Safety

* ensure the school’s written Health and Safety policy statement is updated annually and is clearly and regularly communicated and available to all people
* ensure that fire practices and alarm tests are planned and instigated, and records are well maintained.
* ensure that premises related checks are undertaken, and recorded in line with legal requirements (e.g. ladders, water tests, emergency lighting etc.)
* ensure systems are in place to enable the identification of hazards and risk assessments
* oversee statutory obligations to ensure they are being met for students with special educational needs and disabilities, ensuring that financial and supporting agency services are adequate for their diverse needs.

1. Management Information Systems and ICT

* sustain and further develop the link with the Academy’s initial ICT provider and plan with them the optimised phasing of the initial ICT budget
* communicate the ICT strategy and relevant policies for use of technology across the Academy, including Data Protection
* consult with relevant people to introduce new technology or improve existing technology where needed
* ensure that the Academy has a strategy for using technology aligned to the overall vision and plans for the Academy whilst providing value for money
* ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including the MIS, 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

# Person Specification

Academy Business Manager

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|  | **Essential** | **Desirable** | **Assessment** |
| **Qualifications** | | | |
| Strong general qualifications to A-level standard or above | **✓** |  | **Application** |
| First degree or equivalent | **✓** |  | **Application** |
| Certificate or Diploma in School Business Management |  | **✓** | **Application** |
| Professional accountancy qualification |  | **✓** | **Application** |
| **Experience** | | | |
| At least 2 years’ experience of working in a similar role, or supporting someone working in a similar role in the education sector | **✓** |  | **Application / Reference** |
| Evidence of financial management experience including budgeting, forecasting, reporting and cash-flow | **✓** |  | **Application / Interview** |
| Experience of rigorous procurement processes and understanding of best value | **✓** |  | **Application / Interview** |
| Sound and current knowledge and understanding of relevant legislation and guidance | **✓** |  | **Application / Interview** |
| Evidence of ability to generate and sustain positive working relationships with external providers | **✓** |  | **Interview /**  **Reference** |
| Evidence of successful leadership and management of others | **✓** |  | **Interview /**  **Reference** |
| Experience of Business Management in a Multi-Academy Trust |  | **✓** | **Application** |
| Experience of working in a newly-opened school or academy |  | **✓** | **Application / Interview** |
| Experience of successful income generation |  | **✓** | **Application / Interview** |
| **Knowledge, Understanding and Skills** | | | |
| Good knowledge of the context in which schools operate and of their accountability | **✓** |  | **Application/ Interview** |
| Excellent planning and organisation skills | **✓** |  | **Application/ Interview** |
| Strong numeracy, communication and ICT skills, including effective use of spreadsheets | **✓** |  | **Application/ Interview** |
| Knowledge of school management information systems and financial management systems | **✓** |  | **Interview /**  **Reference** |
| Understanding of safeguarding requirements and how to promote and protect the welfare of children | **✓** |  | **Interview /**  **Reference** |
| Knowledge and understanding of HR processes |  | **✓** | **Interview /**  **Reference** |
| Knowledge and understanding of facilities management |  | **✓** | **Interview /**  **Reference** |
| Knowledge and understanding of health and safety compliance |  | **✓** | **Interview /**  **Reference** |
| Knowledge and understanding of ICT system management, including data protection (GDPR) |  | **✓** | **Interview /**  **Reference** |
| **Personal Qualities** | | | |
| Ability to build and maintain quality relationships through effective communication, professional integrity and creative, innovative and dynamic leadership | **✓** |  | **Interview** |
| Capable of working under pressure and to deadlines | **✓** |  | **Interview /**  **Reference** |
| Able to analyse problems, seek innovative and cost-effective solutions, and implement decisions made | **✓** |  | **Interview /**  **Reference** |
| Able to inspire trust and confidence across the whole school community | **✓** |  | **Interview /**  **Reference** |
| Able to successfully lead change and inspire others | **✓** |  | **Interview /**  **Reference** |
| Able to work effectively with a range of people, dealing with them sensibly and resolving conflict | **✓** |  | **Interview /**  **Reference** |
| Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience | **✓** |  | **Interview /**  **Reference** |
| Self aware with a good knowledge of own strengths and areas for developments | **✓** |  | **Interview /**  **Reference** |
| A good sense of humour | **✓** |  | **Interview** |
| High levels of integrity, compassion and trust | **✓** |  | **Interview /**  **Reference** |