**BUSINESS MANAGER**

**JOB DESCRIPTION**

**Grade: S02 £28,485 - £30,153 37 hours per week, TTO plus 10 days**

**(Actual salary £25,098 - £26,568)**

**Responsible to the Principal and Vice Principal**

**Purpose of Role**

To ensure the academy makes best use of resources through effective forward planning and financial consideration; working as part of the Senior Leadership Team (SLT) and advising the Principal and Governing Body (GB) on the non- teaching activities of the academy.

**Summary – the Business Manager will:**

* Be routinely involved in complex day to day issues and one off projects
* Offer advice, guidance and recommendations on non teaching aspects – to SLT and GB
* Prepare proposals and costings for projects/initiatives/grants for the Principal and GB
* Attend whole governing body and committee meetings as appropriate
* Handle difficult/sensitive situations without supervision
* Be expected to contribute to the management of change within the academy as part of the Senior Leadership Team
* Input at a high level of responsibility for the successful and smooth running of the academy in many areas, particularly the supervision of all administrative support, budgetary and statistical control, personnel management, premises maintenance and Health and Safety.

**Line Management**

Line Management for admin and premises staff, to include setting targets for staff appraisals and day to day organisation and management.

**Duties**

* Develop the admin team
* Delegate duties as appropriate
* Set priorities for other staff including timescales
* Provide an induction and training plan for non teaching staff
* Manage systems related to attendance, absence, cover and holidays
* Ensure clear communication within the academy
* Assist with recruitment process (including preparation of adverts etc) for all staff.
* Prepare rotas, timetables etc for lunchtime staff
* Arrange staffing and smooth running of academy lettings
* Liaison with school meals staff in order to provide smooth operation of the service on a day to day basis

**Financial Management**

**Responsibility**

To ensure the integrity and smooth operation of the academy’s financial management systems, ensuring appropriate financial policies and reporting are in place and that income and expenditure are managed properly.

**Strategic Financial Duties**

* Manage and organise the academy accounting system including that for extended schools (breakfast club and Branches)
* Manage the day to day running of the School Fund to include preparation for annual audit in line with audit regulations.
* Keep full accounting records using the HCSS Accounting system
* Provide advice and financial statements, advising the Principal and GB of potential outturn
* Ensure compliance with Financial Regulations
* Ensure that Best Value principles are upheld
* Prepare final accounts and liaise with auditors
* Liaise with the The GORSE Academies Trust (TGAT) accountants in order to prepare budget statements and reports for Governors
* Generate additional funding through grants etc where appropriate
* Attend relevant training in respect of all of the above

**Day to Day Financial Duties include:**

* Managing financial admin procedures
* Overseeing and monitoring the payroll system for all staff, reporting errors as necessary
* Ensuring that all financial returns meet deadlines
* Managing procurement and bidding procedures as requested by SLT and GB
* Supporting and advising delegated budget holders in controlling their budgets
* Providing accurate and up to date reports for the Principal and Governing body as required

**HR and Staffing**

**Responsibilities**

To liaise with the Trust’s Human Resources (HR) team and Leeds City Council Business Support Centre (BSC) payroll service to ensure that processes are correct and in line with best practice and employment law.

**Duties**

* Manage the admin of personnel and payroll systems
* Manage all aspects of employee/HR admin
* Manage staff contracts and recruitment admin including references/medical and DBS checks etc
* Coordinate and implement the Trust’s Managing Attendance Policy, including organising and leading Return to Work and Stage 1 sickness absence meetings
* Manage and monitor the automated system for signing in and out and address timekeeping issues for individuals in the first instance. Prepare related information and reports for the Principal as necessary
* Maintain academy CPD and training records, ensuring all mandatory training is kept up to date.

**Premises Management**

To manage the use and maintenance of academy premises, ensuring Health and Safety compliance in liaison with the site manager. To manage and arrange academy lettings in line with the Lettings Policy.

**Duties**

* Work with the site manager to ensure that the building is maintained to a high standard
* Complete Health and Safety training (IOSH) and maintain status through necessary refresher courses
* Ensure that evacuation and other emergency procedures are in place and that necessary drills are carried out
* Prepare and organise quotes and tenders as required and prepare reports to advise the GB
* Take bookings and make arrangements for the staffing and smooth running of academy lettings
* Coordinate the implementation of premises items within the Asset Management Plan
* Ensure adequate insurance cover and monitoring of admin claims (eg sickness cover)
* Manage the academy inventory in line with audit requirements
* Ensure Smartlog records are up to date and accurate

**Hospitality and Promoting Academy Ethos**

To welcome and advise parents/carers and visitors as appropriate

**Duties**

* Assist parents/carers who visit the academy with application forms, general information and any other assistance required
* Provide front line welcome and assistance to all visitors as necessary
* Contribute to, and promote, the overall work/ethos/aims of the academy
* Support and uphold the Single Equality Policy and practices in respect of both employment issues and the delivery of services to the community
* Support and uphold policies and procedures relating to child protection, health and safety, security, confidentiality and data protection

**Whole School Administration**

Ensure that all academy administrative systems are current and efficient and advise/update the GB as appropriate

**Duties**

* Manage pupil admission procedures, liaising with the TGAT Admissions Officer
* Manage the school administrative functions (and training other admin staff) including phone systems, records, secretarial support
* Manage the administrative network for the academy
* Prepare and produce various academy records
* Direct and manage the upkeep of pupil records
* Act as point of contact for academy records and returns and ensure the preparation and production of reports and returns to the Local Authority, DFE and Governors including the CENSUS, PLASC and pupil performance data
* Obtain licences and permissions as required
* Assist the Principal in developing academy policies
* Place service contracts, monitor performance standards and prepare reports to the Governing Body
* Fulfil the role of the Educational Visits Coordinator, ensuring planning for visits is thorough and wholly compliant in terms of adhering to all safety requirements
* Ensure the Single Central Register is fully compliant and kept up to date.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The post is subject to a DBS check and satisfactory references.