



Haberdashers' Aske's Knights Academy

Job Description

Post title	Business Manager
Academy	Haberdashers' Aske's Knights Academy
Grade	M5 to M15 (£41,493 – £54,381)
Responsible for	Senior Admin Officer EA to Principal Senior Site Supervisor IT Manager Sports Complex Manager
Responsible to	Academy Principal

Summary of the overall purpose of the job

The Business manager (BM) is a member of the school senior leadership team, responsible to the Academy Principal for the control and efficient operation of the non-academic activities of the academy. Central to the role is the responsibility to find creative ways to help the academy achieve its academic objectives within the limited resources available, ensuring robust measurement of all resource allocation, including non-teaching costs.

Key responsibilities and objectives of the job

The BM is responsible to the Principal for all matters affecting the management of the budget and the administration of the schools within the Academy. Within the context of the overall framework provided within the Federation the BM has oversight of the budget; of HR, admissions and IT policy; of the management and development of the Academy site and buildings, including catering cleaning; and of the Academy's administration.

General responsibilities and objectives

Leadership – As a member of the academy senior leadership team the first responsibility for the BM is to support the academy in achieving its overall vision, and to play a full part in leading all academy staff towards that vision as part of that senior team.

Management – BM is the academy's leading support staff professional, providing leadership and management to school support staff, providing induction, performance management and taking overall responsibility for the professional development of non classroom support staff.

Consistent working – The BM has the overall responsibility within the academy for the consistent implementation of all cross-Federation policies. To achieve this the BM must be committed to collaborative working and play an active role in development of these policies, working closely with

any central service staff as required.

Finance –Budget planning, ensuring that the agreed budget is delivered, providing VFM, ensuring the consistent implementation of all finance policies.

Estates –Oversight of the planning and execution of all new capital projects and building developments, and responsibility for the delivery of the asset management plan for the estate including housekeeping and catering. Promotion of good relationship with local authorities (Local Councils, Police, Fire and Security Services) and neighbours.

Catering – Manage the delivery of the outsourced catering contract ensuring consistent high standard of food across all of the sites and a value for money service for the school.

Health and Safety - Be the Health and safety lead ensuring compliance and managing risk.

Compliance – Working collegiately with the SLT and Federation central staff introduce robust quality assurance standards and framework for quality assurance across all areas of the academy and the Federation providing a framework of compliance reporting to the SLT, FedEx and the governing body.

Administration – Provide a high quality administrative service with multi-disciplinary teams working together to provide Admissions, HR administrative service, payroll, reception and general administrative support

Information Technology - Oversight of Academy information technology including policies for purchase and use of IT for academic and administrative purposes, working with the Federation Head of IT Services.

Person specification

<i>Requirements</i>
<ul style="list-style-type: none"> • A track record of leading business support and management in the Public/Private sector. • qualification in finance, management or equivalent NVQ level 4 • knowledge of practical aspects of general management • knowledge of project management techniques and tools • experience in people management • experience in some of the following areas: project management, strategic planning, risk management, change management • Excellent communication skills • An understanding of good health and safety practices.
<i>Desirable</i>
<ul style="list-style-type: none"> • Experience of complex building projects with a particular emphasis on academy education building projects • A strong understanding of school design, technical and programming issues. • A thorough understanding of the relevant procurement processes. • Experience of working with children, young people and teachers.
<i>Additional federation requirements of all staff</i>
<ul style="list-style-type: none"> • To promote equal opportunities in the Federation • To promote the Federation's commitment to the continued professional development of all staff • To attend INSET in order to develop skills and knowledge • To undertake any duties as may be reasonably required by the Principal
Key competencies
<ul style="list-style-type: none"> • critical thinking and problem solving skills • planning and organising • decision-making • communication skills • influencing and leading • delegation • team work • negotiation • stakeholder management • conflict management

The duties outlined are not exhaustive and the job description will be subject to reasonable review.

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.