

**THE HIGHCREST ACADEMY**

**JOB DESCRIPTION**

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| **BUSINESS MANAGER (Principal Finance Officer)** |

You will be accountable for the provision of efficient and effective non-teaching support services in accordance with The Academy’s current objectives, policies and procedures

You will be responsible to: The Principal

**Purpose of the Job:**

* Financial lead in all matters relating to the academy finances, including payroll and workplace pensions
* Maintain and develop the academy premises and facilities to provide the best possible educational and working environment within the budget available and in line with Health & Safety requirements/guidelines
* To support the Academy Trustees and Members and School Fund Trustees in meeting their obligations
* Work as an integral part of the Senior Leadership Team to assist the Principal in their duty to ensure that the academy meets its educational aims and vision

**Leadership and Strategy functions**

* To promote the aims of the school giving strategic vision and leadership to all aspects of Budget, Finance and Operations
* Attend Senior Leadership Team, full Governing Body and appropriate Governors’ sub-committee meetings
* Lead and manage nominated members of support staff
* Participate, negotiate and influence strategic decision making within the school’s Senior Leadership Team whilst continuing to develop and communicate the academy’s visions and values

**Financial Resource Management**

* Lead for preparation and presentation of budgets, financial forecasts, benchmarking and other financial analyses or reports required by the Principal, Trustees, ESFA or other stakeholders
* Use the agreed budget to actively monitor and control performance to achieve value for money whilst seeking opportunities to improve financial accounts
* Payroll management and oversight of the day-to-day accounting function/ banking facilities
* Management of all finance related IT systems (currently PS Financials, School Comms and SIMS)
* Identify additional sources and finance required to fund the academy’s proposed activities
* Retendering of significant contracts on a regular basis
* Assist external and internal Auditors with statutory annual accounts in line with the Academy Financial Handbook and ESFA requirements whilst ensuring appropriate financial, contractual and purchasing procedures are established and maintained
* Investigate revenue and funding sources and ensuring all donations are correctly accounted for (and gift aid is claimed where appropriate)

**Administration Management**

* Oversight and management of the whole school administrative function
* Purchase and maintain administrative systems that deliver outcomes based on the academy’s aims and goals including the parent communication systems
* Take the lead on business risk management and business continuity
* Benchmarking non-academic systems and information to assess trends and make appropriate recommendations
* Prepare information for publications and returns for the DFE, LA and other agencies and stakeholders within statutory guidelines
* Timely submissions of allocated productions as per annual SLT Responsibility chart
* Ownership and review of allocated policies

**Facilities Management and Health & Safety**

* Line manage Facilities Manager, ensuring the site team is meeting all statutory requirements of facilities management and maintenance
* Oversight and management of site security, maintenance and insurances
* Acting as the school’s H&S Officer and Fire Officer
* Ensure the Health & Safety Policy and Risk Assessments are implemented at all times and subject to review and assessment at regular intervals or as situations change
* Acting as liaison between our Health & Safety Provider, nominated Trustee and Facilities Manager in all matters and audits
* Lease management – Site (BCC), Adult Education, Youth Club, fitness equipment and minibuses
* Work with the Facilities Manager and Active in the Community to maximise income through lettings and other activities, including additional income
* Submission of timely Condition Improvement Fund (CIF) bids or other capital projects as required
* Ensure ancillary services are monitored and managed effectively
* Oversight of cashless catering provision and Free School Meals by selected caterer
* Liaison with other site stakeholders – Adult Education and Eastside Youth Club
* Complete H&S induction training for all new staff
* Ensure the maximum level of security consistent with the ethos of the academy

**Human Resource Management**

* Be the School Information Management System (SIMS) lead for Personnel 7, liaising with external HR companies/solicitors to obtain guidance as required
* Checking staff contracts and maintaining contract templates to current HR standards
* Maintaining oversight of recruiting and salary setting processes to ensure records are kept, meeting audit requirements and propriety is observed at all levels
* Support the Leadership Team in the recruitment, performance management, appraisal and development for all non-teaching staff (including appraising those you line manage)
* Oversight, management and auto enrolment of staff payroll and work pensions
* Liaison with the Senior Vice Principal regarding the School’s Immigration Sponsor Licence processes
* Oversight and management of school governance and ensure Company House/HMRC returns are submitted accurately and on time
* Support the Governors in their self-evaluation using the academy’s Resource Management Self-assessment Tool and other tools

**Other:**

* All staff are required to read and understand the current and future versions of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy’s policies relating to Safeguarding and Child Protection, all of which are available electronically.
* The academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
* All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.  This policy applies to all personal data, regardless of whether it is in paper or electronic format.
* The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal, Governors or Trustees. The duties of this post may vary from time to time, as required, without changing their general character or level of responsibility.
* The academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant’s start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

**Postholder**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: …………………………………………………..

**Line Manager**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: ……………………………………………….….