

<b>Job title:</b>	Business Manager (single site)
<b>Location:</b>	The Leigh UTC
<b>Line Management:</b>	LAT Business Director

The Business Manager will make a significant contribution to the growth and development of the Academy. The post holder will work closely with the Principal and members of the Leadership Team. As the person with responsibility and accountability for both the day-to-day management and development of the Academy's facilities and admin support staff, the Business Manager's role will underpin all aspects of the Academy's work. This work is done within the context of being part of Leigh Academies Trust.

### Accountabilities

Within the framework of Leigh Academies Trust;

- The development and management of the Academy's sites including all aspects of health and safety.
- Maximising external grant monies, generating additional income and detailed understanding of all income streams.
- Providing leadership and support for all members of the Academy's Administrative and Site Teams.
- The implementation of the Academy's Human Resource policies covering Administrative Support Staff and Site Teams under the guidance of the Trust Human Resource Department.
- The development and management of the Academy's facilities.
- Ensuring best value through Academy contracts.
- The management of small capital projects within the Academy.
- Work with the LAT Business Director and Business Controllers to achieve the above.

### Detail

#### 1. Human Resources:

- a) Line management of the Academy's Site and Administrative staff, ensuring internal cover for absences.
- b) Carry out performance management in accordance with the Performance Management Policy for all staff under direct line management and ensure those staff carry out the performance management process for their own staff teams effectively.
- c) As part of performance management, review the job descriptions for Site and Administrative Staff.
- d) Ensure that the Academy's Site and Administrative staff have access to appropriate professional development and opportunities for professional development pathways, in conjunction with the Academy Professional Development Co-ordinator.
- e) Ensure appropriate local induction for all new members of staff teams.

#### 2. Income Generation:

- a) Investigate, source and maximise use of grant monies from external sources, including those to support capital developments.
- b) Undertake a full role as a member of the LAT Enterprises Ltd team.
- c) Attend LAT Enterprises Board Meetings, as required.
- d) Maximise income opportunities from facilities, services and business enterprise through LAT Enterprises.
- e) Investigate and develop new ideas and approaches to generate additional income through marketing, business links, and sponsorships, through LAT Enterprises both within local academies and the wider Trust.
- f) In order to provide information for the Principals, ensure that knowledge of all funding streams is

known and maintained.

- g) Ensure that the terms within the Community Use Plan are adhered to, liaising with user groups.
- h) Facilitate bookings and manage the hiring process for external users.

### **3. Health and Safety:**

- a) Liaise with the Site Manager, Business Controller and Business Director over Health & Safety issues.
- b) Chair the local Health & Safety Committee and be a member of the Trust Health & Safety Committee.
- c) Advise on relevant national/local policies that impact upon the school.
- d) Implement the Trust's quality standards and performance measures to ensure they are maintained.
- e) Ensure in liaison with the Site Manager, Business Controller and Business Director that Academy risk assessments are in place, reviewed and updated on a regular basis.
- f) Ensure that the Handsam (Health & Safety Administrative Management System) is monitored and championed within the academy to ensure compliance with Health & Safety legislation.

### **4. Facilities:**

- a) In conjunction with the Site Manager, develop and manage a programme of maintenance and refurbishment.
- b) Develop a strategic plan for facilities development.
- c) Maintain and review Academy's asset facilities and management records.
- d) Responsible for the Site Budgets, ensuring regular monitoring.

### **5. Contract Management:**

- a) Manage Trust and Academy contract services such as Catering, Cleaning, Grounds and FM Facilities in conjunction with the Business Director.
- b) Carry out reviews to ensure KPI's and service level agreements are maintained.
- c) Meet with contractors or service providers on a regular basis to ensure a high level of performance is maintained in line with the contract.

### **6. Budgets:**

- a) Work with the Finance Manager, Business Director to ensure local operational budgets are set on an annual basis for all aspects of the site, facility services and support areas.
- b) Work with the Academy's Finance Manager to ensure budgets are monitored and maintained.
- c) Notify the Business Director in a timely fashion of the budget cycle of draft budgets being set within the academies.

### **7. Transport:**

- a) Act as key co-ordinator and point of contact for all stakeholders for home school transport.
- b) Be responsible for writing and maintaining the Academy Travel Plan.
- c) Ensure the Travel Plan is embedded within the curriculum and with all stakeholders.
- d) Take responsibility for monitoring the agreed action plan.

### **8. Admission Appeals:**

- a) Undertake the role of Presenting Officer for admission appeals.
- b) Be responsible for the data file and adding the individual responses and reasons for appeal.

### **9. General:**

- a) Write and submit a Facilities Report for the Governors and attend the Academies Board meetings to present.
- b) Prepare papers, attend and contribute to meetings as requested by the Business Director or Principal.
- c) Co-ordinate and lead any insurance claims raised by the Academy/Trust.

- d) Undertake other duties as deemed appropriate by the Business Director.
- e) Have due regard for your own and others Health & Safety within the workplace.

**Notes:**

Owing to the collegiate nature of the Trust’s Academies it is recognised that the Business Director may well wish to vary the nature and/or manner of execution of some of the roles outlined above. In such circumstances any variation to the roles and responsibilities of the post holder will be agreed in writing between the Business Director and the post holder.

Such variations will only be allowed if they fall within the general scope of the roles and responsibilities of the job and the skills and capabilities of the post holder and they will not be taken as being grounds for a reappraisal of the job in respect of its position in the pay structure.

The Business Director will carry out Performance Management for this post holder.

Signed : ..... Date: .....  
Employee