

Tove Learning Trust Job Description

Associate Business Manager

Role:	Associate Business Manager (ABM)
Reports to:	Chief Finance Officer (CFO), Tove Learning Trust (TLT)
Start Date:	January 2020
Hours:	37 hours a week, 42 weeks a year
Grade:	K to L, points 32 to 41

Job Context

This role exists to support the CFO of TLT to provide school business management services to the schools in the trust where resources are currently limited. The ABM will support the relevant Headteacher(s) with certain aspects of the business support and resource management functions of the school and contribute effectively to the senior team to ensure that the school is able to meet its educational aims. The role is one of a lead professional and will be a key member of the Senior Leadership Team (SLT). The post holder will be expected to participate in activities and initiatives across the trust. The role will focus on some (no more than 3/5 areas) of the key responsibilities below at any one time and with the support of the CFO, lead & develop the incumbent teams to become self sufficient.

Key Responsibilities

- **Leadership** - Provide strong and innovative leadership in all aspects of the role including strategic direction, change management and operational effectiveness.
- **Finance** - Ensure the effective management, reporting and recording of the school's finances, including budget planning, monitoring, control and communication of financial information for decision-making.
- **HR** – Work with our HR advisors and the Trust to ensure regulatory and legal compliance. Manage, support and develop all school staff to maintain a stable and effective workforce who work towards the delivery of the school's vision and School Development Plan priorities.
- **Support Services** - Lead, develop and co-ordinate support services, or specialist function(s), to support outcomes for pupils across the school by providing high-quality solutions to meet service requirements.
- **Premises** - Manage the Site Team and support them to create a safe and inspiring workplace for all students and staff. Assess the needs of the school to ensure that use of existing accommodation is optimised and areas for development identified as early as possible.

Job Description

Leadership & Strategy

1. Contribute to and promote the vision, values, moral purpose, learning & leadership styles and ethos of the school in a purposeful and inclusive manner.
2. Influence priorities and activities in relation to the school strategic plan by providing an alternative viewpoint from a non-teaching perspective that enables wide collaboration and co-ordination.

3. Demonstrate strong leadership skills when seeking input from others. Sustain team spirit, set expectations, drive performance and provide feedback and encouragement.
4. Develop own CPD by reflecting on performance and feedback.
5. Influence and advise on the development of a marketing and communication plan, with specific aims, to deliver the school mission and goals, and those of the Trust.
6. Support the delivery of consistent information across all communication channels.
7. Contribute significantly to local networking groups and actively respond to consultations and dialogues as well as coaching colleagues.
8. Play an active part in Trust development strategies and be the lead contact for the Chief Finance Officer (CFO TLT) for consultation, development, tasks and feedback.
9. Advise Governors on all matters relating the legal and financial obligations of the school consulting with external advisors as required.

Finance & Procurement

10. Oversee the financial operations of the school(s) in line with the procedures of the Trust and ensure proper stewardship of funds.
11. Assist the school with setting the school budget linking financial strategy and overall school objectives through discussion with the Headteacher.
12. Monitor overall expenditure and performance against budget to ensure the successful achievement of school's objectives whilst delivering a balanced budget at year end.
13. Ensure that financial performance reporting is accurate, clear and relevant to the audience for whom it is intended. It should be robust and objective and comply with regulatory requirements.
14. Ensure colleagues understand and operate within financial procedures in relation to business decisions, providing training, leadership and support as necessary.
15. Implement effective systems of internal control that include clear financial regulations and operating procedures and provide training to colleagues on financial procedures as required.
16. Promote and embed a culture founded in the principles of Value for Money and identify efficiency opportunities based on spend analysis.
17. Work across the Trust to evaluate benchmarking data, e.g. from the DfE, to inform joint procurement decisions and to plan resources.
18. Communicate the importance of obtaining competitive quotes and having to undertake a full EU/UK compliant tendered procurement process as required and seeking specialist external advice when required.
19. Actively review performance of contractors against key performance indicators and SLAs to identify any underperformance and ensure the school receives the optimum service that provides value for money.
20. Oversee the maintenance of a contract log including dates and procedures for contract closedown to ensure no financial penalties are incurred for poor timing or lack of notice.
21. Manage the deployment of a range of income-generating activities to maximise the school's financial resilience.
22. Develop business case for securing funds through successful grant applications and bid submissions.
23. Ensure the relevant controls are in place to minimise the risks associated with income generation activities.
24. Establish and maintain proportionate business continuity arrangements for financial processes and information.

25. Act with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the academy / Trust.

Human Resources

26. Have detailed knowledge of the Trust HR policies and assist school leaders in their implementation and compliance.
27. Work with the Headteacher(s) to explore options for efficiency improvement as opportunities arise.
28. Identify and review annual staffing needs in line with the SDP including recruitment options.
29. Influence and fully understand the recruitment, selection & induction processes. Inform and challenge senior leaders to ensure they also understand them and are fully engaged with the processes in place.
30. Ensure that safer recruitment processes are in place and that the SCR and DBS records are up to date.
31. Support appraisers to carry out appraisals for all staff and provide guidance on under-performance and reward systems.
32. Work with senior leaders to ensure goals and rewards are aligned across teams and individuals in line with SDP.
33. Support and coach managers to have honest conversations with their staff about their strengths, limitations, development needs and career aspirations.
34. Create a climate in which multidisciplinary teams collaborate to provide effective and responsive support services.
35. Ensure that all activity relating to HR is consistent and in line with legislation including guidance to managers cascaded from our HR advisors.
36. Provide specialist advice and guidance to managers who are dealing with conflict resolution including constructive and honest communication.
37. Keep accurate and appropriate records of HR-related issues including grievance, absence management, underperformance and disciplinary practice.
38. Comply with and promote safeguarding arrangements.

Support Services (including Admin/ICT)

39. Ensure the fundamental facilities and services necessary for the school/trust to function are maintained to drive sustainability, support teaching and learning excellence, assist in expansion and support community engagement.
40. Engage with internal policy review and externally via participation in professional networks and draft procedures related to own operational area.
41. With the Trust representative, ensure the development of a marketing and communication strategy and materials which promote the school and defines the brand, aims and goals, Develop pupil recruitment, stakeholder engagement via appropriate communication channels and maximise income generation.
42. Lead on the admin functions across the school, ensuring service users receive support that meets their needs and review roles and responsibilities accordingly.
43. With the IT Network Manager, review ICT systems in use by the school and contribute to the school strategic plan for ICT to support teaching and learning and business management processes.

44. With the CFO, research and recommend admin, finance and ICT systems and packages that will support the school's development such as cashless catering, internet payments, reporting software, data packages and communication software etc.
45. Oversee the systems and controls relating to the Catering service for the school and recommend efficiencies and improvements.

Premises & Health & Safety

46. Develop and manage an effective asset management system to be able to identify and protect the school resources.
47. Have detailed knowledge about the school's expansion and improvement plans in order to participate knowledgeably in the Trust's overall Estates strategy.
48. Assist the Site Manager, to manage the condition survey to identify necessary improvement works to be costed and planned.
49. Monitor capital projects to ensure that they are delivered on time and on cost.
50. Ensure the site team are able to manage procedures to report and respond to facilities-related issues, and initiate disaster recovery plan.
51. Critically assess and review the ongoing maintenance programme and consider options for undertaking necessary repairs/improvements and identify funding opportunities.
52. Implement and monitor procedures to report and respond to grounds-related issues.
53. Develop a school culture in which health and safety are prioritised and inform strategy, planning and decision-making.
54. Ensure there are effective arrangements for managing and mitigating risk across the school/trust including insurance, robust risk management and health and safety advisors.
55. Manage and maintain appropriate inspection and quality assurance regimes to ensure that health and safety legislation is complied with.