



Person Specification
Airedale Infant Academy & Airedale Junior Academy
School Business Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree or equivalent relation professional qualification (qualifications below degree level will be considered if applicant demonstrates solid experience and evidence of continuous professional development). • Excellent numeracy, literacy, and keyboard skills. 	<ul style="list-style-type: none"> • School Business Manager appropriate qualifications (CSBM, DSMB, ADSBM) or willingness to work towards this.
Experience	<ul style="list-style-type: none"> • Experience supervising and managing staff in different sectors (catering, cleaning, and administration). • Experience of financial management including strategic financial planning, budgets, and financial reporting preferably in an education setting. • Experience of dealing with HR, payroll, and Health & Safety. 	<ul style="list-style-type: none"> • Recent experience of working in an office environment as a proven, strong successful leader.
Professional Knowledge	<ul style="list-style-type: none"> • Experience of maintaining complex financial information systems and making payments. • Knowledge and experience of Health & Safety, First Aid, Medical and Fire Safety regulations and requirements. • Up to date knowledge of statutory regulations and guidance relating to the post. 	<ul style="list-style-type: none"> • Understand national and regional educational services and how an administrative support service within an Academy is run.
Professional Skills	<ul style="list-style-type: none"> • Analyse data and plan an appropriate course of action for organisational improvement, using high level IT skills. • Excellent organisational communication and problem-solving skills with the ability to use your own initiative and work proactively both in a team and independently. • Be an effective team player who works collaboratively with others. • Communicate effectively to a wide range of different audiences (verbal written, using ICT as appropriate). 	<ul style="list-style-type: none"> • Review systems to ensure the robust evaluation of performance and actions to secure improvements. • Lead and manage team(s) to successfully achieve agreed goals to agreed deadlines – using initiative to prioritise and remain flexible when managing high priority tasks simultaneously. • Experience of developing and delivering effective and inspirational professional development for staff



	<ul style="list-style-type: none"> • Support, motivate and inspire both colleagues and pupils to lead by example. • Able to contribute effectively to the work of the Headteacher and senior leadership team. • Can successfully tackle difficult situations and use conflict resolution strategies • Can work successfully with a range of external agencies and relate well to children. 	(including mentoring and coaching as appropriate).
<p>Other skills and Attributes</p>	<ul style="list-style-type: none"> • Can demonstrate a commitment to equalities and the Equality Act 2010. • Will Promote the Trust’s vision and ethos. • Maintain a high quality, stimulating and innovative learning environment. • Will relate positively to and show respect for all members of the Academy and the wider community, placing high priority on effective team working. • Ongoing relevant professional development. 	

**Job Description
School Business Manager**

RESPONSIBLE TO	Headteacher
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KEY PURPOSE OF THE POSITION



- To organise, maintain and monitor all Academy financial systems and to manage office functions to ensure an effective service to both Airedale Infant Academy and Airedale Junior Academy.
- To line manage finance and administration, catering, premises and health and safety, including commissioning and delegation of relevant activities.
- To contribute to ensuring the most efficient and effective ways of maintaining high standards of educational achievement, considering and researching innovative use of funding to support with this aim.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to 'Keeping Children Safe in Education' and local area child protection procedures, including relentless monitoring of both Academy sites safety.

Leadership & Strategy

- Attend Senior Management Team, full Governing Body and appropriate Governors' sub-committee meetings to provide information as required.
- Negotiate and influence strategic decision making within the school's Senior Management Team.
- Develop and implement financial processes, produce forecasts and best value procedures for Airedale Infant Academy & Airedale Junior Academy, liaising with the Director of Finance and ensuring synergy of systems and processes.
- Plan and manage change in accordance with the school development plans alongside Senior Leaders.
- To lead and manage Academy support staff (catering, cleaning, dinnertime supervisors, administration), holding regular team meetings to ensure that accountabilities can be met.

Financial Resource Management

- Evaluate information and consult with the Leadership Team and Trust Leaders to prepare a realistic and balanced budget for school activity, forecasting forward to ensure it is financially solvent
- Submit the proposed budgets to the Head Teacher, Director of Finance and Trustees for approval and assist in the overall financial planning process, ensuring compliance with financial regulations.
- Discuss, negotiate and agree the final budgets, proposing revisions in response to significant or unforeseen developments.
- Use the agreed budgets to actively monitor and control performance to achieve value for money, providing ongoing regular budgetary updates to Headteacher and Director of Finance.
- Identify and inform the Head Teacher and Trust of the causes of significant variance, or fraudulent activity and take prompt corrective action.
- Manage and oversee the ordering of supplies and equipment for both the Academies and maximise income through lettings and other activities.
- Manage the procedure of the raising and issuing of invoices and ensuring timely settlement of accounts.
- Prepare work specifications for tender and assist with the selection of contractors.
- Manage the preparation of reports, records and accounts as are required in conjunction with both Academy computerised accounting systems.
- Ensure the proper collection, reconciliation and banking of any monies received by the Academy.
- Ensure all expenditure is correctly coded to maintain maximum use of budgets and grants
- Ensure the assets register and inventory is up to date.



Administration Management

- Manage the whole school administrative functions and lead all non-teaching support staff.
- Design and maintain administrative systems that deliver outcomes based on both academies' aims and goals. Establish effective methods for review and improvement of such systems.
- Define responsibilities, information and support for staff and other stakeholders.
- Develop process measures that are affordable and that will enable value for money when managing resources.
- Use data analysis, evaluation and reporting systems to maximum effect streamlining to increase efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publication and return for the DfE, LA and other agencies and stakeholders within statutory guidelines.
- Ensure pupil records – including care plans and personal risk assessments – remain up to date.
- Collate declarations of interest and oversee CPD requirements for the Governing Body.
- Responsible for ensuring that the necessary licenses and permissions are sought in a timely manner.

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the Academies, maintaining an overview of new technology and improvements for existing technology.
- Ensure that Airedale Infant Academy and Airedale Junior Academy has a strategy for using technology aligned to the overall vision and plans for the Academies, taking into account value for money.
- Communicate the strategy and relevant policies, including Data Protection and Online Safety across the Academies.
- Establish systems to monitor and report on the performance of technology within the Academies.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management

- Ensure all financial and payroll systems and controls are efficient when meeting trust deadlines.
- Ensure the Academies equality policies are clearly communicated to all staff.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage recruitment, performance management, appraisal and development for support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on both Academies and their staff.
- Ensure staff have a clear understanding of policies and procedures and the importance of putting them into practice, maintaining high standards of compliance.



- Monitor the way policies and procedures are actioned and provide support where necessary.
- Evaluate the Academies' strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- Seek and make use of specialist expertise in relation to HR issues to ensure compliance with employment legislation and Trust policies e.g. recruitment, discipline and grievance, absence management, contractual / pay matters, etc.

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Implement Premises Development Plans aligned with the Academies' Asset Management Plans.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound and safe practices in estate management and grounds maintenance, ensuring compliance with legislation and implementing risk management and loss prevention strategies.
- Monitor, assess and review contractual obligations for outsourced Academy services
- Ensure ancillary services e.g. catering, cleaning, etc., are managed effectively with agreed performance indicators and routine schedules.
- Manage the letting of each Academy premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance in conjunction with the Chief Financial Officer and implement and manage such schemes accordingly.
- Ensure the maintenance of boundaries, footpaths, roads and rights of way, managing the premises team.

Health & Safety

- Act as the Health & Safety Co-ordinator and Fire Officer for both academies, ensuring emergency procedures are current, rehearsed and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the site manager.
- Ensure the health & safety policies are implemented at all times, put into practice and are subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate, the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of each Academy.
- Guarantee that statutory obligations are being met for pupils with special educational needs, ensuring financial and supporting agency services are adequate for their diverse needs.
- Oversight and regular monitoring of the Single Central Records ensuring they are constantly up to date and provide safety and security for all children on the school sites.
- Be prepared to undergo First Aid Training, Fire Officer training and any other update courses that the schools requires.



Other Duties and responsibilities

- Hold and articulate clear values and moral purpose, focus on providing a world-class education for all pupils and maintaining a relentless focus on the safety of pupils within both schools at all times.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills and that of those around you.
- Sustain wide, current knowledge and understanding of education business management systems locally, nationally and globally, and pursue continuous professional development.
- Support the leadership teams in communicating a compelling vision, empowering all pupils and staff to excel.
- Hold all staff under your supervision to account for their professional conduct and practice.
- Support the Headteacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance and valuing excellent practice.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving Academies.
- Inspire and influence others - within and beyond our Academies - to believe in the fundamental importance of education in young people's lives and to promote the value of education.
- To undertake other duties commensurate with the role as directed by the Headteacher/SLT.