



St. John Paul II Multi-Academy

Bishop Walsh Catholic School
Holy Cross Catholic Primary School
St. Joseph's Catholic Primary School
St. Nicholas' Catholic Primary School



Bishop Walsh
Catholic
School



Holy Cross
Catholic Primary
School



St. Joseph's
Catholic Primary
School



St. Nicholas'
Catholic Primary
School

Registered in England and Wales: No. 08706247

Registered Office: Bishop Walsh Catholic School, Wylde Green Road,
Sutton Coldfield, Birmingham B76 1QT

Web: johnpaulii.org

Job Description

SJPII Multi Academy Company – Academy Strategic Business Manager

Responsible to: Board of Directors via Accounting Officer

Responsible for: MAC Administrative, Finance, Premises and all other non-teaching/support Staff, and Clerks to the MAC Committees and Sub-Committees

Salary: up to £59,000-£63,000 depending on experience

FULL-TIME

Purpose of the role:

This role is an integral part of the leadership of the MAC, including the individual academies within the MAC.

The main aspects of this role are:

- To provide high quality strategic financial planning to ensure the MAC makes best possible use of its resources and is able to provide the best outcomes for its pupils.
- To lead on all matters relating to Finance, Human Resources, Estates and Facilities Management over all schools in the MAC.
- To lead in the design and implementation of systems, policies and procedures to ensure compliance in all legislation relating to the MAC.
- To assist the Board of Directors and the Principals with the expansion of the MAC.

General:

- To work closely with the Multi Academy Companies Governors and the schools Senior Leadership Teams
- To develop effective relationships with staff, pupils, parents, governors, local businesses, stakeholders
- To work closely with the administrative and finance teams, premises teams and the wider school staff of all schools
- To perform any other duties required that are commensurate with the grading of the post

Strategic Role:

- To provide strategic vision and leadership across all non-educational functions of the MAC

- To develop a MAC Business Plan
- To contribute to the overall marketing strategy for the schools.
- To lead the development and maintenance of all MAC policies ensuring compliance with all relevant statutory requirements.
- To lead the development and operation of Finance Policies and Procedures.
- To lead the development and operation of Human Resources Policies and Procedures.
- To ensure compliance with all relevant employment law.
- To provide appropriate advice to allow the MAC to understand and enter into contracts for services.
- To oversee all contracts for the MAC to include Cleaning, Catering, Grounds maintenance etc.
- To advise the MAC on Insurance requirements and produce such response and information as required.
- To ensure all statutory reporting on behalf of the MAC is accurate and timely.
- To ensure the MAC complies with statutory requirements such as Data Protection and the Freedom of Information Act.
- To be the lead for the MAC in all matters relating to Health and Safety and ensuring compliance with all relevant legislation.
- To support recruitment of all staff.
- To support Trustees on all aspects of Academy return requirements.
- To line manage all staff within the MAC Administrative, Finance, Premises and all other non-teaching/support Staff.
- To proactively and effectively provide information, training and support to the teams of non class-based support staff.
- To identify potential sources of Income and maximise income generation.
- To manage the MAC Committees and Sub-Committees Governance structure, and the role of Clerk to the Committees
- Risk Management Assessments e.g. organising Health and Safety Inspections.
- Overarching responsibility to ensure Value for Money.
- Disaster planning and business continuity.

Finance Role:

- To develop and oversee all financial policies and procedures to ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission
- To ensure follow up on any recommendations from Internal or External Audit Reports.
- To ensure any tax obligations are discharged correctly and effectively.
- To ensure that the academies are fully prepared to meet OFSTED financial criteria.
- To liaise with relevant government agencies as required.
- To prepare budgets, and monitor all costs of each school to ensure schools are on budget, making any recommendations to the trustees as required.
- To manage existing financial systems effectively, and manage the successful implementation of new financial systems.
- To deliver all necessary external and internal financial reporting requirements in a timely, accurate manner, enabling leadership to make effective use of information and facilitate good decision-making
- To ensure that procedures for lettings are carried out in line with the school's policy and that all records are accurate and up to date. Including invoices, insurance etc.

- To ensure employer's and employees' liabilities for Pensions are discharged
- To continually review and monitor systems and processes to identify opportunities to achieve improved efficiencies and cost-savings, and to present proposals to the MAC Committees to consider.
- Ensuring compliance with the Funding Agreement and the Academies Financial Handbook.
- Working closely with colleagues across the MAC to ensure continuity of approach.
- Liaison with payroll and monthly approval of payroll reports prior to payment.

HR Role:

- To develop and oversee all Human Resources policies and procedures.
- To oversee and ensure compliance with legislation regarding the Single Central Record for all schools within the MAC.
- To ensure robust arrangements are in place for payroll and all associated paperwork.
- To monitor completion of, and ensure compliance with requirements for mandatory training and CPD across all MAC employees.

Premises Role:

- To oversee records of Statutory checks and services as required ensuring that all contracts are in place and checks carried out accordingly
- To oversee a strategic plan of maintenance, repair and improvement
- To oversee the Fixed Asset Register and Equipment Register in line with the schools Finance Policy.
- To support the Trustees with the termly Health and Safety walk around in each school and follow up on any action points.
- To work with the local business community and other local community organisations to identify and fully exploit opportunities to maximize revenues to the MAC for the commercial use of MAC premises.