

Job description:	School Business Manager
Date last reviewed:	March 2021
Grade of post:	£50,884 - £53,936 pa FTE (Gr 15).
Contract terms:	Full time, 52 weeks per annum with flexibility to take holiday during term time. Holiday entitlement 37 days per year including 8 bank holidays (increasing to 40 days at 10 years continuous service)
Location:	The Oxford Academy, OX4 6JZ
Reports to:	Headteacher
Line Management:	Finance, Catering, OX4, Estates Management, HR & IT and Resources.
Disclosure Level:	Enhanced DBS

Job Purpose:

As a full member of the School's Strategic Leadership Team, to provide overall leadership in all business and operational related aspects of The Oxford Academy with key responsibilities for finance, resources, site and premises management, health and safety, operations and compliance.

The postholder will report directly to the Headteacher, work closely with the Trust's Financial and Operations Directors, report to the Local Governing Body and be a member of the Trust's Business Management network.

Finance

To be accountable to the Headteacher, Governors and Trust for all aspects of financial management in the school and specifically to :

- lead the financial strategic management of the school, including budget management, identify opportunities to improve the financial strength of the school and ensure effective procedures and systems are in place;
- provide strategic advice and support to the school in terms of all budget and financial matters;
- ensure the school's financial procedures operate in accordance with statutory guidelines, Education and Skills Funding Agency (ESFA), financial regulations and guidelines set out in the River Learning Trust's (the Trust) policy and procedures;
- lead the strategic planning of capital projects and manage the short, medium and long term physical assets belonging to the school;
- work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources to ensure value for money;
- manage the school's asset register, risk register and business continuity plan;

HR Management

- Work with the Headteacher and HR team (both within TOA and the wider RLT HR team) to support, resolve and manage any employee relations cases involving disciplinary, grievance, safeguarding or long-term absence issues;
- Work closely with the HR team to ensure the SCR, recruitment processes and staff training is compliant with the Trust's Safer Recruitment policy and KCSIE in order to ensure safeguarding is a priority throughout the school.

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- Work with the TOA HR team to ensure effective and timely recruitment of staff.
- Provide support to the Cover Manager in arrangements for supply cover;

Site Management and Resources

- To work with the Headteacher, Governors and Trust's Operations Director to develop a long term strategic building and maintenance plan to assist in the delivery of its core purpose, quality education across the age range 11-18
- Be responsible for the strategic oversight of the school site and its buildings, their maintenance, development and efficient use; oversee the lettings of school premises including OX4; drafting, updating and implementing the school's lettings policy
- produce and monitor the implementation of the school Asset Management Plan and Capital Development Plan and with the Estates Manager ensure continuous premises repair, maintenance and improvement;
- Be responsible for and project manage all legal and operational initiatives relating to buildings, facilities, furniture and equipment; including procurement, insurance and budgetary responsibility.
- Be accountable for the oversight of the security and safety of the buildings and site, including statutory access and safety obligations.
- Monitor, assess and review contractual obligations for outsourced school services including the management of grounds contractors;
- Be accountable for the upkeep of school minibuses and for negotiations around, and oversight of, transport contracts and the school's bus services;
- In liaison with the School's Strategic Leadership Team, co-ordinate school closure processes ie school closure due to inclement weather with direct responsibility for communication with the estates and transport teams;
- Maintain awareness of changes to current and announcements of new educational policy as they relate to or impact upon the use of the school's fabric and structure;

Health and Safety

- Lead on health and safety matters for the School; acting as the school's Health and Safety Coordinator in conjunction with the Trust's lead for Health and Safety;
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the School Leadership Team, Governors and Trust's Health and Safety Lead;
- Co-ordinate all health and safety audit visits and compliance controls, both external and internal; review the results of audits, safety reports and risk assessments to ensure that they have been properly completed and remedial works actioned;
- Supervise the planning, instigating and maintaining of records of fire practices and alarm tests, asbestos; water testing/legionnaires and PAT testing with the Estates team.
- Assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- Ensure the H&S policy is clearly communicated, coordinate health and safety training and maintain health and safety training records;
- Lead on evacuation and lock down procedures and in the case of any emergency situations;
- Ensure appropriate risk assessments are made and followed for all school operations.
- Oversee first aid and medical provision;

IT and Catering

- support the external contractor's IT Network manager who is based in school in developing effective use of IT systems, maintenance and development of the telephone system and monitor the maintenance of the school's website ensuring it is compliant with statutory regulations;
- have line management responsibility for the external contractor who run the Catering facility in school; monitor compliance with hygiene standards, training requirements, legislation and health and safety; collaborate with developments in catering and monitor finances;

Other Responsibilities

- be the Data Protection Lead for the school and work with the Trust's Data Protection Officer to ensure compliance with GDPR and Freedom of Information;
- line management responsibility for key support staff involved in operational and administrative functions for the school.

- manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times;
- be the first point of contact for legal issues;
- oversee the setting up of events, including exams, assemblies and whole school photographs, with the Estates Management team;
- liaising with taxis and parents and other stakeholders over all issues related to school transport;
- to be a presence around the school, supporting the behaviour policy and undertaking leadership duties;
- review and update the relevant policies.

General

- Attend INSET, relevant meetings to keep up-to-date with SBM matters and continue personal professional development as required.;
- To actively engage in the school's staff appraisal process;
- Demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school;
- To work in the best interests of the school, students, staff and parents;
- To adhere to the school's policies and procedures;
- Be aware of and behave accordingly with regard to health and safety in the workplace, child protection and equal opportunities;
- Undertake other duties as may be required from time to time that are commensurate with the grading of the post

Special requirement of the role:

- To work flexibly, including some evening work, and to travel within the Trust, as required to meet the needs of the role.

River Learning Trust and The Oxford Academy are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

SAFER RECRUITMENT STATEMENT

NOTE 1: Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them.

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here

<https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

NOTE 2: if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold

Please see the following page for the Person Specification.

PERSON SPECIFICATION

The following are the main attributes the school would wish to see offered by candidates. It is not an exhaustive 'tick list' but is provided as guidance.

How candidates will be assessed: A – Application Form; I – Interview; R –Reference

QUALIFICATIONS		
A record of Continuing Professional Development activities	Essential	A/I
First Aid qualification	Desirable	A
Further qualification in a related area e.g. Degree, accountancy, NCSL certificate/Diploma in School Business Management	Desirable	A
EXPERIENCE, KNOWLEDGE AND SKILLS		
Extensive experience managing and motivating staff with proven ability to create a united and highly effective team	Essential	A/I/R
An excellent understanding and at least 3 years practical experience at a senior level in one of more of the key disciplines (HR, Finance, Estate Management, Business Administration) ideally gained within an educational setting.	Essential	A/I/R
Experience leading and/or managing budgeting and reporting processes in an organisation	Essential	A/I/R
Demonstrable expertise in Estate management procedures	Desirable	A/I/R
Demonstrable expertise in Education Finance procedures	Desirable	A/I/R
Demonstrable expertise in HR procedures	Desirable	A/I/R
Knowledge/experience of facilities management, including Health and Safety	Desirable	A/I/R
Experience of delivering change management programmes	Desirable	A/I/R
Ability to analyse and interpret a range of complex information	Essential	A/I/R
Strong work planning skills (long term planning)	Essential	A/I/R
Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable situations	Essential	A/I/R
Able to work with due regard to confidentiality	Essential	A/I/R
Strong administrative and IT Skills including knowledge and experience of financial / accounting IT systems?	Essential	A/I/R
PERSONAL AND PROFESSIONAL QUALITIES		
Well-organised, professional, innovative and tactful with strong interpersonal, written and oral communication skills	Essential	A/I/R
A reflective practitioner	Essential	A/R
Able to work under pressure and meet deadlines	Essential	A/R
Commitment to team approach	Essential	A/I/R
Able to manage an appropriate work-life balance	Essential	A/I/R
Passionate about wanting to make a difference to our children	Essential	A/I
Have a desire to further their learning and be ambitious for their career	Essential	A/I/
Have an approachable and friendly manner and an awareness of the needs of others.	Essential	I/R
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	Essential	A/I/R

