



### Executive Business Manager: Job Description

**Reports to:** Executive Principal, Cambridge Cluster

**Indirectly reporting to:** The Headteachers/Principals in the Cluster and to United Learning Central Office through the CFO and/or Head of Finance Business Partnering

**Responsible for:** Academy and Cluster based staff in the following functions:

- Finance
- Human resources (including oversight of SCR)
- Site/facilities management and Health and safety
- Marketing and student numbers, including Admissions
- Information Technology (including telephony)
- Compliance
- Office administration
- Data Management and examinations
- Adult Education within the wider community

You will also be responsible for non-teaching functions which are contracted out to other providers, both setting up contracts and ensuring that expectations are met, in functions including:

- Catering
- Cleaning
- Grounds

#### Overall Job Purpose:

***To establish and deliver a high quality and efficient business support service to all Academies in the Cluster, to ensure that day-to-day operational functions are effectively managed as well as providing strategic and visionary leadership.***

The post-holder will provide overall leadership to the business support functions across the Cluster via our Central Services model and in each Academy. They will develop high performing support teams that are highly motivated and focussed on the education outcomes and strategic vision of each Academy, as well as for the Cluster.

They will liaise with United Learning central services to ensure that these functions provide value added support and advice to the Cluster in a timely and professional way.

They will be a member of the Cluster Executive Group and attend each Academy SLT as required, and contribute fully to each Academy's development plan and the 5-year strategic planning cycle across the Cluster. They will assist local governing bodies in an advisory capacity, contributing to the development of cluster-wide governance.

They will actively promote the values of United Learning, our Framework for Excellence, the distinct culture and ethos of each Academy and the joint priorities of the Cluster. They will have the highest regard for safeguarding and promoting the welfare of staff, children and young people.

## Key responsibilities in each functional area:

### Leadership & Strategy

- Negotiate and influence strategic decision making across the Cluster and within each Academy's Senior Leadership Team and Governing Body
- Ensure that all resources are managed effectively and efficiently
- Present timely and fully costed proposals, recommendations or bids
- Plan and manage change in accordance with each Academy's development/strategic plan
- Lead and manage the key support functions in each Academy
- Ensure the operations of the Cluster are robust, resilient and compliant with all legal and regulatory requirements and lead on risk management, business planning and continuity
- Lead and manage cross-functional teams to ensure the delivery of complex, developmental projects
- Support outstanding education provision in all schools by removing any barriers to success

### Finance

Provide strategic leadership to and line manage the finance service/manager(s) across the Cluster, with support and advice from the Trust Finance Business Partner and other specialists. In particular, the postholder will be responsible for:

- Developing and monitoring the 5-year long-term financial strategy in each Academy
- Overseeing the preparation of each Academy's annual budget for central office in consultation with the SLT and LGB, in line with each Academy's development plan but with an overview of emerging Cluster development plans
- Overseeing the monthly management of forecasts against the agreed annual budgets and preparing management reports and analysis for the SLT and LGB as requested
- The overall oversight of the Cluster accounting function and the staff working in that function, ensuring efficient operations are in line with agreed procedures, and maintaining those procedures by conducting at least an annual review
- Securing value for money through competitive tendering and effective supplier management, in cooperation with central office as necessary, and with regard to the additional purchasing power that can be achieved through collaboration and group procurement
- Ensuring that each Academy has access to available external funding and resources, including income generation through bid writing, lettings and other activities within the ethos of the Academies
- Overseeing and authorising the Cluster payroll

### Human Resources

Provide strategic leadership to and line manage the HR service/manager(s) across the Cluster, with support from the Trust Human Resources Business Partner. In particular, the postholder will be responsible for:

- Supporting the development and monitoring of a long-term people strategy for each Academy and across the Cluster in consultation with the Executive Group, SLTs and LGBs, taking strategic and professional advice from the Cluster HR specialists as needed
- Developing staffing structures within each Academy and across the Cluster that support the efficient and optimum use of all staff (teaching and support), using the curriculum-based modeller and advice from the HR and Finance specialists
- Taking overall leadership for the Cluster HR support service, ensuring its efficient operation according to agreed procedures including in particular:
  - ensuring that each Academy has an up to date and accurate Single Central Record and that this is reviewed and audited regularly to ensure it is “inspection ready” at all times. In addition, ensure that all annual staff returns are collated and retained as required, i.e. ICT acceptable usage policy, pecuniary interest declarations
  - ensuring the SLT and LGB is rigorous in reviewing the HR data dashboards available to them and addressing areas of concern or continuous improvement, including staff survey outcomes
  - ensuring that appropriate systems are in place for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR
  - actively engaging in group wide projects which impact on the retention and wellbeing of our staff, including the Annual Group staff survey, Well-Being Programme, United Rewards and other projects and initiatives included in the group People policies
  - ensuring the Academies and Cluster are actively involved in CPD, talent spotting and succession planning to support the progression and retention of staff through robust CPD plans for all staff that maximise available funding i.e. apprenticeship CPD via the levy.

### **Site / Facilities Management**

Provide strategic leadership to and line manage the facilities service/manager(s) across the Cluster, as well as working with the Estates team in Central Office, to ensure that all areas of the Academy estates, asset management and facilities management are well led and maintained, including in particular:

- Assisting with the preparation of maintenance and capital expenditure plans
- Ensuring the provision of appropriate cleaning and catering services, grounds maintenance and planned preventative maintenance to ensure compliance and well-maintained buildings (whether run in school or by external providers)
- Ensuring that all facilities management activities are efficiently and effectively managed across the cluster and the individual schools, particularly through line management of the Facilities Manager
- Working with the Group Health and Safety Manager, to ensure the safety and wellbeing of staff and students and the implementation of the Group H&S policies, in particular by:
  - Carrying out periodic monitoring exercises/topic audits and investigating accidents/incidents of significance and communicate findings across the Cluster and to the Group Health and Safety Manager

- Meeting termly with the Cluster's school H&S Coordinators, Heads and Site staff to evaluate needs, training requirements performance, and areas of concern and provide this information as necessary to the Group H&S Manager

### **Information Technology**

Provide strategic leadership to and line manage IT service/manager(s), with a particular emphasis upon the Cluster's use of Information Technology to ensure effectiveness and efficiency across all functions of the business.

- Participate fully in regular steering processes to ensure that the IT Service remains effective
- Contribute to the strategic management and reshaping of the service as necessary (e.g. participating in recruitment to senior roles)
- Provide operational management of the senior members of the IT Service, to ensure its response to day-to-day issues and requirements is suitable and agile
- To work with the IT Service Manager to oversee the creation and delivery of an IT refresh strategy
- To oversee adherence to the Trust's data standards

### **Governance, Policies and Compliance**

- Support the designated data protection leads in each Academy and ensure compliance with GDPR in all areas across the Academies and to act as the overall cluster lead on GDPR and FOI
- Ensure that finance, HR, IT and estates policies are up to date (aligned to United Learning policies) and implemented across the Academies
- Support the Governance Manager in their work to keep policies up to date (*the Governance Manager post is line managed by the Executive Principal*)

### **Business Support Functions and Office Administration**

To provide overall leadership to the Central Business Support team and the administrative function in each Academy to ensure the provision of efficient and professional administration and reception functions, and in particular to:

- Ensure that appropriate processes and systems are in place for filing and record keeping, in line with statutory requirements, Safeguarding, GDPR, and the Data Protection Act
- Ensure that communication with families and other stakeholders is excellent via website, social media, the switchboard and other channels and platforms
- Working with the central office Marketing team, to maximise stakeholder engagement, in particular by:
  - Ensuring that each Academy has an effective marketing and communications plan, which retains both the United Learning brand and the distinctive local Academy brand.
  - Oversee admissions for schools within the Partnership, ensuring compliance with the Schools Admissions Code.

## **Data Management and Examinations**

Provide strategic leadership to and line manage the Timetables, Examinations and Data (TED) team/manager(s), to ensure that school leaders can rely upon an accurate and efficient service in all three of these business-critical areas, and in particular to:

- Liaise closely with the TED team and manager, together with headteachers, to ensure that the timetable process pays close attention to Curriculum-Led Financial Planning and that UL benchmarks are met wherever possible
- Provide insight and guidance to the design and operation of a data structure which makes the most of Management Information Systems, to help school leaders to take decisions which will improve outcomes
- Ensuring that the systems in place for Examinations are robust in all aspects so that all risks are minimised

## **Adult Education within the Wider Community**

To provide overall leadership to the Adult Learn and Train team, with the aim of maximising community engagement and income generation, with particular reference to:

- Bidding for and securing new opportunities for adult learning courses
- Ensuring an efficient and cost-effective service which meets the local demands and needs of the community
- Engaging parents of our own school communities in our wider offer

## **Other**

- The post holder will have an office base but is expected to regularly visit each Academy and Headteacher, and to periodically attend meetings or training at other United Learning schools or locations; therefore an element of travel is required within the role.
- This job description is not intended to be all inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the Cluster and each Academy. This is a newly created position within the Group Cluster Strategy, with scope for the post holder to shape the role and make it their own.

## **General Accountabilities**

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and Cambridge Cluster policies, and its commitment to equal opportunities and safeguarding
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line

manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

## Executive Business Manager: Person Specification

	Essential	Desirable
<b>EDUCATION/QUALIFICATIONS</b>		
Educated to degree level or equivalent.		✓
Business management qualification or other relevant qualification.		✓
A record of Continuing Professional Development activities.	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	✓	
Experience as a member of a Senior Management Team where the contribution of wider strategy and policy-making has been essential.	✓	
Experience delivering change management programmes.	✓	
Experience delivering on multiple projects.		✓
Experience of schools' education finance, HR and other aspects of education administration.		✓
Experience leading and/or managing budgeting and reporting processes in an organisation.	✓	
The ability to input into the organisation of other areas central to school operations, e.g. pastoral services, AIG, health and safety and EVC.		✓
Experience working with a range of internal and external stakeholders.	✓	
Knowledge and experience of managing procurement, contracts for services etc.		✓
Extensive experience managing and motivating staff with proven ability to create a united and highly effective team. The ability to lead and motivate staff within a performance management framework.	✓	
Experience of having contributed to policy and structure formulation, implementation, evaluation and review.		✓
<b>SKILLS, BEHAVIOUR AND QUALITIES</b>		
A vision that is aligned with United Learning's high aspirations and high expectations of self and others.	✓	
A confident and forensic use of data to diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.	✓	
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	✓	
Strong interpersonal, written and oral communication skills.	✓	
Strong organisational and time-management skills and the ability to delegate appropriately.	✓	
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	✓	

Confidence and self-motivation.	✓	
The ability to work well under pressure and manage conflicting demands.	✓	
Flexibility and willingness to be adaptable.	✓	



