



School Business Manager
Knutsford Academy and Cheshire Studio School
Grade 9 + Pension Scheme (LGPS)

For a confidential discussion about this post with the Headteacher, more information, or to arrange a visit, please contact the school on 01565 633294 or contact@knutsfordacademy.org.uk



JOB PURPOSE

- To provide leadership for business operations for the school in support of the Headteacher
- To work as the schools' leading support staff professional, working with Senior Leadership Team, to assist the Headteacher in support of the schools' development plan.
- To contribute to the schools' performance through review of contractual arrangements and value for money.

MAIN AREAS OF RESPONSIBILITY

- Assist the Headteacher in providing strategic vision and leadership across all non-educational functions of the school.
- Lead and manage the administrative, site & support staff teams (including performance management and career progression structure), directly and through intermediate staff; and ensure efficient administrative and support systems are in place for the effective operation of the school.
- Liaise with the Headteacher & Trust HR to facilitate appointments (recruitment advertising, applications and interviews) and terminations; to maintain staff records.
- To provide support to the financial and business functions of the school on a strategic and operational basis, including ordering and payment of goods and recording of financial transactions. This further includes assistance with financial modelling and forecasting in support of operational, site development and recruitment decisions.
- Assisting in the collating of information for auditors
- In conjunction with relevant staff, oversight of financial transactions and reconciliation of payment and invoices
- In conjunction with the relevant shared services, supporting the effective and efficient management of payroll against correct cost centers
- Arrange & manage best value contracts including school facilities agreements, buildings contracts & project oversight, services, transport and school lettings.
- Health and Safety coordinator for site. Ensure that health and safety policy and practice meet statutory requirements. Oversee the completion of fire risk assessments, practice evacuation and fire prevention.
- Responsibility for oversight of site management, provision of site staff working schedules and the security of the school.
- Contribute to the positive promotion and marketing of the School in the local and wider community, and the building of partnerships with local businesses, including support with the organisation of Open Evening.
- Support the Headteacher and School Leadership Team to enable effective communication within the school and with the local community and national organisations.
- Assist SLT in management of the school's website so it is both compliant and up to date.
- Oversight of staff absence, recording & monitoring.
- Lead and manage specific tasks and project work.

GENERAL DUTIES

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Multi-Academy Trust on all issues to do with health, safety and welfare.
- Support the Multi-Academy Trust's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc.
- Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

ATTRIBUTES	DESCRIPTION	DESIRABLE
Knowledge and Experience	<p>Experience of working in an educational setting</p> <p>Evidence of continuing professional development</p> <p>Experience of managing teams, including the management of personnel and staffing matters</p> <p>Awareness of basic budget management e.g. best value approach, preparing reports or using financial systems</p>	<p>Managing within an educational environment</p> <p>Awareness of Health & Safety in the workplace</p> <p>Knowledge of effective induction procedures</p> <p>Experience of project management</p>
Skills and Abilities	<p>Computer literate – IT skills such as Microsoft Office, including Word, Excel, Outlook and the Internet</p> <p>Able to use finance packages/range of ICT packages</p> <p>Good organisation and time management skills</p> <p>Well organised and efficient</p> <p>Able to understand national and regional educational services and deliver appropriate strategies</p> <p>Able to deliver services and systems applicable for effective school management</p> <p>Good communicator both within the school and externally</p>	
Personal Qualities	<p>A team player who is willing to go beyond their own responsibilities to help others at busy times</p> <p>Methodical, systematic, and accurate</p> <p>Committed to high quality</p> <p>Ability to work under pressure and to tight deadlines</p> <p>Ability and willingness to work with a wide range of people and build positive working relationships</p>	

Note: TLP is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.