

Job Family Code	7BF	Role Title	Assistant Academy Business Leader
Grade	S7	Reports to (role title)	Academy Business Leader
JE Band	228-268	School	Esher Learning Trust
		Date Role Profile created	November 2019

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>Assist the Academy Business Leader (ABL) in providing effective and efficient finance, and estates management within statutory regulations and school policy. Provide support, as directed by the ABL to the schools' Leadership teams and the Governing Body members.</p> <p>Key deliverables include:</p> <p>Estates Management:</p> <ul style="list-style-type: none"> • Provide expert advice on procedural matters related to estates management, establish and monitor procedures to ensure that the school site is kept in a good state of repair, clean, safe, and compliant with appropriate legal and regulatory frameworks; • Report to Academy Compliance Manager on health and safety compliance • Recommend and implement improvements to the use of the buildings, maintaining long- and short-term maintenance schedules • Manage the school's security systems, supported by the Caretaker (Level 3), IT Technician and external contractors • Manage contracts and order goods and services related to facilities management ensuring best value and following ordering procedures to ensure adequate resources are available to meet work requirements supported by the Caretaker (Level 3) and Admin Assistant (Level 1). • Prepare statutory information and reports for distribution and publication on the school website to ensure they accurately portray the school and meet government requirements; • Oversee and support the Caretaker (Level 3). Liaising with the Caretaker, or contractors as appropriate, on key issues to achieve improved performance;
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	<p>Finance</p> <p>Main budget:</p> <ul style="list-style-type: none"> • Assist the ABL with the preparation/prepare the draft annual budget and financial plans • Produce monthly monitoring reports for discussion with the ABL <p>Lettings:</p> <ul style="list-style-type: none"> • Manage the schools' lettings, with the support of the Admin Assistant (Level 1) and the Caretaker (Level 3), to maximise earnings and ensure the lets comply with the school ethos; <p>School Fund:</p> <ul style="list-style-type: none"> • Oversee and support the Admin Assistant (Level 1) who delivers the full range of financial procedures related to School Fund, including placing orders, invoicing, preparation of cheques, banking cash, receiving and recording money from pupils/parents and carers Receive and record monies from pupils and parents / carers • Undertake weekly banking of school fund • Undertake monthly reconciliations, for example of the school fund bank account and petty cash ensuring security and accuracy at all times; • As required recommend improvements to the design and implementation of the school fund financial procedures and systems; <p>Finance General</p> <p>As required support the ABL with:</p> <ul style="list-style-type: none"> • the maintenance of the school's accounting systems in accordance with financial regulations and procedures • production of a range of financial information and analysis for the senior leadership team and governance, generating complex statistical and other reports meeting required deadlines; <p>Policy and Procedure:</p> <ul style="list-style-type: none"> • Maintain local policies, where appropriate, related to school fund financial/estates management, ensuring statutory and other policies are in place and reviewed on a timely basis and working with the ABL in this regard • Manage, coordinate and review processes and procedures, including risk assessments, related to school fund financial/estates management, ensuring they support delivery of statutory and policy requirements <p>Deputise for the ABL as needed within the scope of the areas indicated</p>
<p>Esher Learning Trust Work Context and Generic Responsibilities</p>	<p>The role is based at St Andrew's CofE Primary School in Cobham which is part of the Esher Learning Trust.</p> <p>Esher Learning Trust expects all its staff to:</p> <ul style="list-style-type: none"> • Maintain confidentiality in and outside of the workplace • Be pro-active in matters relating to health and safety and report accidents as required

	<ul style="list-style-type: none"> Support the aims and ethos of the Trust setting a good example in terms of dress, behaviour, punctuality and attendance To carry out all such other duties as the SLT or your line manager may reasonably direct. <p>The post holder will work alongside the schools administrative team led by the Office Manager/PA to the Head Teachers, and the Academy HR Manager. The functional links that will support the delivery of the role are clarified in the attached operational overview. The role of Finance assistant is delivered by a contractor specialising in school finance support.</p>
Line management responsibility if applicable	Caretaker and Cleaners (x2) – The caretaker undertakes day to day supervision and delivery of the cleaning in the school
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Prepare reports/statistics/briefings to meet statutory/management information requirements. Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. <p>Service Delivery</p> <ul style="list-style-type: none"> Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. May authorise transactions where appropriate. Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. <p>Planning & Organising</p> <ul style="list-style-type: none"> Provide comprehensive support to a group of senior staff, ensuring confidentiality, effectively organising internal and external activities/events to support the delivery of efficient services. Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> Maintain financial, and/or stock records, and review data to contribute to resource planning. <p>Work with others</p> <ul style="list-style-type: none"> Maintain a network of contacts, drawing on support and advice from others to resolve problems. Communicate and liaise with service users and/or external contacts, representing the team/service as required. Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. <p>People Management</p> <ul style="list-style-type: none"> May guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. <p>Duties for all</p> <ul style="list-style-type: none"> Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

	<ul style="list-style-type: none"> • Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. • To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<p>Educated to A level or equivalent, or able to evidence ability at an equivalent level.</p> <ul style="list-style-type: none"> • Relevant HR, Management, business administration or financial qualification to NVQ Level 3/4, or able to evidence knowledge and understanding of relevant disciplines. Willingness to study for a relevant professional qualification if appropriate. • For some roles a relevant degree may be required. • Good IT skills. • Ability to work with others to achieve objectives and improve customer service. • Good written and oral communication skills with the ability to build sound relationships with customers to improve customer service. • High level administrative/organisational and analytical skills. • Ability to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to information gathering, recording and reporting. • Previous relevant work experience. • Experience of maintaining and improving business/ database systems/secretarial processes and systems (as appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> • Qualifications in and/or good knowledge of premises management, including • Knowledge of specialist regulatory compliance work where needed. • Experience in a buildings/site management role including forward planning, supervising staff and oversight of Health and Safety. • Ability to apply specialist skills/judgement to undertake a programme of works. • IOSH Training i.e Managing Safely or the willingness to study for a relevant IOSH qualification (3 day course)
Role Summary	<p>Roles at this level provide a comprehensive business support service in a defined service or functional area, or provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines, or have substantial experience of administrative procedures to enable them to guide and advise others. There will be minimal day-to-day supervision, but clear guidance is available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require specialist knowledge or experience. Some roles involve supervision of staff, others involve undertaking specialist functions or the provision of a broad comprehensive business admin services which may include coordinating activities, different customer and service users.</p>