



Job Description and Person Specification

Job title	Business Manager
Reports to	Headteacher
Contract	[Permanent]
School	[Heron Park Primary Academy]
Location	[Dallington Road, Hampden Park, Eastbourne, East Sussex, BN22 9EE]
Grade	NJC Pay scale grade 9, point 25 to grade 10, point 32
Hours	30 per week
Working weeks	[All year round]

Job description

Role purpose

- To lead, manage, operate, maintain and develop the administrative and financial procedures and systems of the school to ensure the financial information needs of the Trust and ESFA are met.
- Ensure that the HR administrative systems and procedures are kept up to date, complete and accurate, including MIS data.
- Support the Headteacher and the Trust's Director of Finance in ensuring that all legal and safety requirements with regard to people and property are fully met.
- Provide effective line management to the administration and premises teams so the school runs smoothly and safely.
- To be a valued and active member of the senior leadership team.

Key tasks

Finance

Be responsible for all financial aspects of academy financial administration including:

- Ensure that the school operates within the Academies Trust Handbook, the Trust Financial Management Handbook and Procurement Policy requirements
- Liaising closely with Internal Audit, External Audit and other external agencies as required
- Prepare draft revenue budgets, including staffing schedules and commentary, for the approval of relevant colleagues and committees in line with existing policies
- Maintain a record of authorised signatories for orders & other documents
- Prepare monthly management accounts, including a commentary on variances to budget and projection of the year end forecast in line with the Trust financial timetable
- Seek external grant funding to maximise income to school funds



- Ensure best value principles are adopted and Trust procurement policies are followed at all times, in accordance with the Trust Financial Handbook and the Scheme of Delegation
- Produce ad hoc financial reports as required for internal or external audiences
- Check nominal ledger postings for consistency and accuracy
- Support the Trust's finance team with any queries on Balance Sheet nominal ledger balances at the end of each month, including VAT
- Monitor payroll processing and authorise the monthly payroll prior to processing, ensuring the monthly payroll input is accurate and complete
- Support the Trust's Director of Finance in preparing bids for additional capital/revenue funding
- Approve Purchase Orders as required

HR Management

- Work with the Trust's HR Manager to ensure that Trust HR policies are fully implemented and consistently applied
- Answer queries from all staff on pay and conditions of service referring unanswered queries to the relevant colleague
- Oversee staff appointments in line with the Trust's recruitment procedures
- Oversee and/or manage HR administration and systems including the maintenance of up-to-date HR and payroll records to ensure they are complete and accurate
- Issue relevant documentation to staff or prospective staff, including contracts where not undertaken by the Central HR Team
- Record and monitor all sickness absence in terms of duration, absence patterns etc, highlighting relevant absences to appropriate line managers, providing administrative and advisory support to managers and providing reports to the SLT, as required

Facilities Management

- Support Director of Estates/Premises Manager with production of a strategic asset management plan to ensure that the school buildings and facilities are maintained to the highest standard and they meet the needs of the school development plans.
- Meet with and receive regular reports from the Site Manager on the state of cleanliness and repair of buildings, fixtures and fittings.
- Ensure that the provisions of the Health & Safety at Work Act are observed and that accident forms are properly completed.
- Work with the Site Manager liaising with contractors on school building projects, ensuring method statements are appropriate around school activities, meet health & safety standards, safeguarding requirements, etc. including attending meetings with contractors, other outside agencies and organisations and Trust representatives as necessary.
- Support the Site Manager in the coordination of Health and Safety ensuring that risk assessments, training accreditations and independent health and safety audits are in place, up to date and complete.
- Ensure that any action plans arising from the audits and/or inspections are promptly resolved.
- Ensure that the kitchen equipment is properly maintained in accordance with food safety and maintenance standards.



- Promote and manage the use of the school premises by outside agencies.

Contract Management

- Work with the Trust's Director of Finance and legal advisors to monitor Service Level Agreements (SLA) and contract Key Performance Indicators.
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- Review and maintain a school contract/s register in conjunction with the Trust's Director of Finance.
- Liaise with the catering contractor regularly and ensure appropriate meal quantities are available for both pupils and adults, in accordance with the school timetable.

Information & Communication

- Work with the IT managed service provider to review all ICT systems, including telephony and broadband services, and software licences on a regular basis to ensure they meet the requirements of the school.
- Monitor equipment useful life, warranty expiration and maintenance costs and produce an ICT refresh plan and budget for approval.
- Support use of the schools MIS to provide relevant internal and external data, reports, returns and communications, as required.

Leadership

- Contribute to the successful functioning of the SLT.
- Advise on the design, development and function of school administration teams.
- Contribute to setting the strategic direction for the academies.
- Create a strong team spirit among colleagues that promotes a desire to continually improve.

Support of Colleagues

- In conjunction with the Headteacher, recruit and manage high quality, effective and compassionate premises, office, administrative staff and volunteers.
- Lead induction for premises, office, administrative staff and volunteers, prioritising appropriate support and supervision.
- Ensure effective staff supervision, performance management, training and continuing professional development.
- Work with central HR to ensure job descriptions are relevant and meet the needs and priorities of the school.
- Support colleagues by providing front of house administrative support as part of the administration team, when required.
- Work proactively and collaboratively with other members of the staff team and across the Trust.

Self-Development

- Attend staff and team meetings as required.
- Participate in training and other learning activities offered by the school.
- Improve own practice, including through observation, evaluation and discussion with colleagues.



Legislative and Procedural Compliance

- Always maintain confidentiality on all school matters.
- Follow all legislation and best practice relevant to your role.
- Follow all school and Aurora Academies Trust policies, procedures and guidelines.

Safeguarding and Child Protection

- All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with.
- All staff must comply with the school's Safeguarding Policy
- If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.
- It is a requirement of the role that appropriate safeguarding and child protection training is undertaken.
- A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)

The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

Person specification

	Criteria	E = Essential D = Desirable	Assessed by A = Application C = Certificates I = Interview
Qualifications	The Certificate of School Business Management, or equivalent level 4 qualification	E	C
	Relevant degree or equivalent level 6 qualification	D	C
	Membership of the Association of Accounting Technicians, CIMA, ACCA or CIPFA	D	C
	IOSH trained	D	C
Experience	Experience of financial planning, budget monitoring, account reconciliation and financial reporting	E	A
	Experience of Facilities Management – Including Health and Safety, Risk Management and lettings of premises	E	A
	Experience of undertaking a range of administrative duties and office management	E	A
	Experience of procurement and contract negotiation, ensuring best value	E	A
	Experience of staff management	D	A
	Experience of human resources administration	D	A
	Experience of ICT and Financial Systems Management	D	A
	Experience of working in a school environment	E	A
	Experience of establishing positive relationships with young people and families in diverse communities	D	I
	Experience of working as part of a team	D	I
Skills and abilities	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Ability to lead and inspire a team in order to support a high-quality administration team	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to utilise ICT effectively and efficiently in your work	E	I
	Excellent numerical skills, to undertake a variety of tasks, including managing a budget	E	I
	Ability to develop and maintain effective and efficient financial and administrative systems	E	I
	Ability to analyse and interpret complex information, resolve problems and make recommendations	E	I
	Ability to negotiate with contractors, to procure the best SLA for the academies	E	I
	Ability to communicate effectively with parents, carers and other professionals, both verbally and in writing	E	I



	Keen eye for detail, with an ability to produce work of a high standard of quality and accuracy	E	I
	Ability to take the initiative and be pro active	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
Knowledge	Knowledge of the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
	Knowledge of management accounting and financial reporting procedures	E	I
	Knowledge of the financial workings of an Academy	D	I
	Working knowledge of school management information systems	E	I
	Working knowledge of Microsoft Office applications	E	I
	Knowledge of contract management, procurement and supply procedures	E	I
	Knowledge of PS Financials	D	I
Attributes	Warm, friendly and professional manner	E	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I
	A commitment to giving pupils and families the opportunity to reach their full potential	E	I
	A passion for working with and supporting children and/or young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
Other	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I