



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

JOB DESCRIPTION

ACADEMY BUSINESS MANAGER

Name:

Job Title:

Employed at: The Levels Academy Trust

The Levels Academy Trust comprises four schools, namely:

Hambridge Primary School

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.



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Employment details

Job title:	Academy Business Manager
Line Manager	Executive Principal
Hours of work:	25 hours in the first instance
Level and scale point:	Grade 10 32 - 37

Job Purpose

The Business Manager is the trust's leading support staff professional and works with the Executive Principal and Trustees to ensure that the Academy Trust meets its educational and financial aims.

The Business Manager is responsible for providing professional leadership and management of administration, finance and site support staff to enhance their effectiveness in meeting educational and strategic priorities of the Academy Trust

The Business Manager promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the trust's learning objectives.

The Business Manager is responsible for the Financial Resource Management/Administration Management/ /Human Resource Management/Facility & Property Management/ Health & Safety Management of the Academy Trust.

General Duties

Leadership & Strategy

Attend Senior Management/Leadership Team meetings and support Business Committee meetings. Attend other Trust based meetings as necessary,

Negotiate and influence strategic decision making within the Academy Trust

In the absence of the Executive Principal take delegated responsibility for financial and strategic decisions

Plan and manage change in accordance with the strategic plan.

In collaboration with the Heads of Schools, lead and manage finance, administration and site staff in the academy schools

To be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices; equal opportunities, health & safety, security, confidentiality, and Data Protection Regulations.

Financial Resource Management

Perform the role of Company Secretary to the Trust Board and act as the interface between Senior Leadership and the Board on all financial and business matters.

Submit the proposed budgets to the Trustees for approval and assist the overall financial planning process

Discuss, negotiate and agree the final budgets

To work in collaboration with school finance staff to use the agreed budget to actively monitor and control performance to achieve value for money

Manage all Trust finances in line with EFA regulations and requirements of the audit.

Co-ordinate signing off of annual documents with Companies House and the Charity Commission.

Identify and inform the Executive Principal and Trustees of the causes of significant variance and take prompt corrective action

Propose revisions to the budget if necessary, in response to significant or unforeseen developments

Provide on-going budgetary information to relevant people

Advise the Executive Principal and Trustees if fraudulent activities are suspected or uncovered

Responsible for reclaiming VAT from HMRC

Maintain a strategic financial plan that will indicate the trends and requirements of the schools' development plans and will forecast future year budgets

Identify additional finance required to fund school proposed activities across the Trust

Seek and make use of specialist financial expertise

Maximise income through lettings and other activities

Select types of investments which are appropriate for the Academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.

Present timely and fully costed proposals on request, recommendations or bids

Ensure all bought in services are regularly reviewed to enable best value

Monitor the effectiveness and implementation of agreements

To research all local, national and international opportunities for grant funding and financial partnership working that might allow for improvements to any part of the schools' buildings, sites or provision and to make appropriate bids and approaches.

Source other financial streams and business partnerships, and prepare bids for funding, to further the development and growth of the Academy.

Administration Management

Design and maintain administrative systems that deliver outcomes based on the schools' aims and goals

Manage systems and link processes that interact across the Academy Trust to form complete systems

Define responsibilities, information and support for staff and other stakeholders

Develop process measures that are affordable and that will enable value for money decisions for those managing resources

Review and update trust policies in consultation with Senior Leadership, the Board, and Local Governing Bodies and Clerk to the Trustees.

Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication

Benchmark systems and information to assess trends and make appropriate recommendations

Prepare information for publications and returns for the DfE, LA, EFSA and other agencies and stakeholders within statutory guidelines

Management Information Systems & ICT

Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes

Ensure that the schools have strategies for using technology aligned to the overall vision and plans for the trust, ensuring value for money

Oversee the strategy and relevant policies, including Data Protection for use of technology across the trust

Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems

Ensure contingency plans are in place in the case of technology failure

Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Human Resource Management

Liaise with the preferred payroll provider to ensure all relevant documentation is completed in a timely manner to support the management of payroll services for all school staff including the management of pension schemes and associated services.

Ensure the school's equality policy is clearly communicated to all staff in school

Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements

Oversee recruitment, training and performance management of administration, finance and site staff

Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on Trust schools and staff

Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice

Monitor the way policies and procedures are actioned and provide support where necessary

Seek and make use of specialist expertise in relation to HR issues

Evaluate the Academy Trust's strategic objectives and obtain information for workforce planning

Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Facility & Property Management

Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations

Ensure the safe maintenance and security operation of all Academy Trust premises

Take responsibility for critical incident planning and for a business continuity plan so that the trust schools are insured and covered for all eventualities.

Ensure the continuing availability of Academy Trust services and equipment

Establish sound practices in estate management and grounds maintenance across the Academy Trust

Monitor, assess and review contractual obligations for outsourced school services

Ensure a safe environment for the stakeholders of the Academy Trust to provide a secure environment in which due learning processes can be provided

Oversee ancillary services e.g. catering, cleaning, etc., to ensure they are monitored and managed effectively

Seek professional advice on insurance and advise the Trustees on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

Act as the Academy Health & Safety Co-ordinator and Fire Officer.

Oversee the planning, instigating and maintenance of records of fire practices and alarm tests.

Ensure the Trust's written health & safety policy statement is clearly communicated and available to all people

Ensure the Trust health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change

Enable regular consultation with people on health and safety issues

Ensure systems are in place to enable the identification of hazards and risk assessments

Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Trustees and where appropriate the Health & Safety Executive

Ensure the maximum level of security consistent with the ethos of the school

Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Project and Operations Management

To identify and negotiate opportunities to generate additional income for the Academy

To manage and identify bids to develop capital projects across the academy

To identify and establish potential partners, collaborators and schools to extend and build the capacity of the Academy

To identify and promote the public face of the Academy through website, social and media communication networks

To ensure the Academy website complies with all statutory requirements

Note:

Notwithstanding the details in this job description, in accordance with the flexibility policy, the job holder will undertake such duties, across the academy, as maybe determined by the Executive Principal from time to time up to or on a level consistent with the principal responsibilities of the job.

Signatures – line manager and job holder

Signed.....
Line Manager

Dated:.....

Signed.....
Post holder

Dated:.....

Person Specification - Academy Business Manager

The Levels Academy Trust

Education and Qualifications	E	D	How identified
A relevant professional management qualification	<input type="checkbox"/>		Application
Degree or equivalent qualification		<input type="checkbox"/>	Application
Professional accounting qualification		<input type="checkbox"/>	Application
Further relevant educational professional qualifications		<input type="checkbox"/>	Application
Knowledge and experience			
Successful leadership within a large organisation	<input type="checkbox"/>		Application Reference
Experience of budgetary management and control	<input type="checkbox"/>		Application Reference Interview
Knowledge and experience of a variety of financial management systems and processes and procedures	<input type="checkbox"/>		Application Reference Interview
Experience of motivating and leading staff	<input type="checkbox"/>		Application Reference Interview
A working knowledge of facilities management	<input type="checkbox"/>		Application Reference Interview
A working knowledge of Health and Safety legislation	<input type="checkbox"/>		Application Reference Interview
An awareness and understanding of school/public sector finance/resources management information systems		<input type="checkbox"/>	Application
An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations	<input type="checkbox"/>		Application Reference Interview
Successful experience in the submission of bids securing funding in the public sector		<input type="checkbox"/>	Application Reference Interview
An understanding of school management issues and the role of Trustees and Governors	<input type="checkbox"/>		Application Reference Interview
Skills and abilities			
Exceptional planning and organisational skills including managing deadlines	<input type="checkbox"/>		Application Reference Interview
Excellent written and verbal communication	<input type="checkbox"/>		Application Interview

Proven high level negotiation skills	<input type="checkbox"/>		Application Interview
Highly developed interpersonal skills	<input type="checkbox"/>		Application Interview
An ability to analyse data and evidence of higher level IT skills	<input type="checkbox"/>		Application Interview
An ability to use initiative and prioritise work	<input type="checkbox"/>		Application Interview
Being accurate and well organised in approach to work	<input type="checkbox"/>		Application Interview
An ability to interpret legislation and regulations	<input type="checkbox"/>		Application Interview
An ability to consult and share decision making with the Executive Principal and senior staff	<input type="checkbox"/>		Interview Application
Respect for children and their needs	<input type="checkbox"/>		Application Interview
A total commitment to equal opportunities	<input type="checkbox"/>		Application Interview Reference
A high level of motivation, a 'growth mind-set' and a willingness to be involved at all levels.	<input type="checkbox"/>		Application Interview Reference
A strong awareness of professionalism and confidentiality	<input type="checkbox"/>		Application Interview Reference
A passion for inclusive education	<input type="checkbox"/>		Application Interview Reference
An ability to be ambitious and aspirational for self and others in the organisation	<input type="checkbox"/>		Application Interview Reference
To have a good sense of humour	<input type="checkbox"/>		Interview
Other requirements			
Excellent record of attendance and punctuality	<input type="checkbox"/>		Reference
Comply with safer recruitment checks including DBS and List 99	<input type="checkbox"/>		Application