



Business Manager

Job Description

Multi Academy Trust – Academy Business Manager

The Gryphon Academy Trust

Responsible to: Chief Executive

Reporting to: Headteacher

Responsible for: Finance, ICT, Facilities and Administrative Staff

Grade: **Salary:**

Purpose of the role:

This role is an integral part of the leadership of the MAT, including the individual academies within the MAT.

The main aspects of this role are;

To provide high quality strategic financial planning to ensure the MAT makes best possible use of its resources and is able to provide the best outcomes for its pupils. To lead on all matters relating to Finance, Estates and Facilities Management over all schools in the MAT. To lead in the design and implementation of systems, policies and procedures to ensure compliance in all legislation relating to the MAT. To provide effective and efficient financial and facilities management at Trust Schools.

Hours of Work: 37 hours per week. You will also need to attend some after-school / evening meetings from time to time. Due to the seniority of this role, it may require flexibility with the hours worked to ensure that the Trust's needs are met (paid holidays of 4.8 weeks per annum, 5.6 weeks after 5 years' service and some flexibility in how these may be used).

Strategic Role

- To provide strategic vision and leadership across all non-educational functions of the MAT and support all academies within the trust.
- To develop a MAT Business Plan
- Contribute to the overall marketing strategy for the MAT and schools within it.
- Leading with the development and maintenance of all MAT policies ensuring compliance with all relevant statutory requirements.
- Leading on the development and operation of Finance Policies and Procedures.
- Supporting the development and operation of Human Resources Policies and Procedures.
- Ensuring compliance with all relevant employment law.
- Providing appropriate advice to allow the Trust to understand and enter into contracts for services.
- Overseeing all contracts for the MAT.
- Advising the Multi Academy Trust Directors on Insurance requirements and produce such response and information as required.
- To ensure all statutory reporting on behalf of the MAT is accurate and timely.
- To ensure the MAT complies with statutory requirements such as GDPR, Data Protection and the Freedom of Information Act.

- To be the lead for the MAT in all matters relating to Health and Safety and ensuring compliance with all relevant legislation.
- To support recruitment of all non-teaching staff.
- To support Directors on all aspects of Academy return requirements.
- To proactively and effectively provide information, training and support to the teams of non-class based support staff.
- To identify potential sources of income and maximise income generation.

Finance Role:

- To develop and oversee all financial policies and procedures to ensure compliance with the Academies Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission.
- To prepare school budgets working with SLT, and governors in line with the School Development Plans.
- To prepare and submit all financial returns e.g. AAR, Budgets etc.
- To ensure appropriate audit and responsible officer reports are carried out for the MAT and all academies within the MAT.
- To ensure follow up on any recommendations from Internal or External Audit Reports.
- To ensure any tax obligations are discharged correctly and effectively.
- To ensure that the academies are fully prepared to meet ESFA financial criteria.
- To liaise with relevant government agencies as required.
- To monitor all costs of each school to ensure schools are on budget, making any recommendations to the MAT Directors as required.
- Act as first point of contact on financial procedures from school staff.
- Process orders and invoices within budget limits agreed in the Schools Annual Budget.
- Ensure the accurate maintenance of all school accounts including school fund, petty cash and the main school bank account.
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Maintain all systems for the proper collection, checking and banking of cash or any other income.
- Ensure timely and accurate information is passed to payroll re variations to pay, leavers and joiners.
- Reconcile the payroll monthly to the budget, reporting any variances to the Headteacher as appropriate.
- Prepare the annual budget.
- Maximise income through lettings and other activities
- Advise the Headteacher and Directors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and forecast future year budgets.
- Identify additional finance required to fund the school's proposed activities.
- Monitor expenditure to ensure budgetary control highlighting any under/overspends to the Headteacher as appropriate.
- Complete Month End procedures and Produce timely monthly Financial Monitoring Reports in line with the School Finance Policy and send to the Chair of Directors monthly.
- Ensure that procedures for lettings are carried out in line with the school's policy and that all records are accurate and up to date, including invoices, insurance etc.

Personnel Role:

- Develop with headteachers and oversee all Human Resources policies and procedures.
- To support recruitment within the MAT.
- Ensure compliance with all relevant employment law.
- To oversee and ensure compliance with legislation regarding the Single Central Record for all schools within the MAT.
- To ensure robust arrangements are in place for payroll and all associated paperwork.
- To support with the production of all paperwork relating to HR for The Gryphon Trust including contracts, payroll, recruitment etc.

Facilities and Property Role:

- To oversee records of Statutory checks and services as required ensuring that all contracts are in place and checks carried out accordingly.
- To co-ordinate a strategic plan of maintenance, repair and improvement.
- To oversee the Fixed Asset Register and Equipment Register in line with the schools Finance Policy.
- To work with the Site Manager to co-ordinate a programme of maintenance, repair and improvement including energy conservation.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure a safe environment for the stakeholders of the schools to provide a secure environment in which learning processes can be provided.

Information & Communication Technologies:

- Work in conjunction with the IT department and Headteachers.
- Contribute to the development and management of an ICT development strategy.
- Ensure the development and maintenance of an appropriate ICT infrastructure and systems to meet and future proof the needs of the Trust and keep children safe.
- Provide guidance, advice and support to the directors, governing body and SLT on the process and use of pupil data management systems ensuring that data is effectively managed in line with national and local standards.
- Ensure contingency plans are in place in the case of technology failure.

Health & Safety:

- To act as the school's Health & Safety Co-ordinator and Fire Officer and ensure the roles in each of the academies are carried out effectively.
- Ensure the Academies written Health & Safety policy statements are clearly communicated and available to all people.
- Ensure systems are in place in each academy to enable the identification of hazards and risk assessments.
- Ensure systems are in place in each academy for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the Trust.
- Oversee statutory obligations are being met for pupils with special educational needs, in relation to ensuring that financial and supporting agency services are adequate for their diverse needs.

General:

- To work closely with the Multi Academy Trust Directors, Governors and the school's Senior Leadership Teams attending appropriate meetings where necessary.
- To develop effective relationships with staff, students, parents, governors, directors, local businesses, and all other community stakeholders
- To work closely with the administrative teams, site & premises teams and the wider school staff of all schools in the Academy Trust.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the MAT's objectives.
- To be responsible for the Financial Resource Management/Administration
Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the MAT.
- Any other duties required that are commensurate with the grading of the post

PERSON SPECIFICATION
Multi Academy Trust School Business Manager

	Essential	Desirable	Method of Assessment
KNOWLEDGE/QUALIFICATIONS			
Appropriate school business qualifications	*		C A
Degree		*	C A
An accountancy qualification	*		C A
Knowledge of academy policy and practice	*		A I
An understanding of strategic leadership in schools		*	A I
Knowledge of marketing strategies		*	I
Knowledge of technical accounting practices	*		I
Ability to interpret complex financial data	*		I
Excellent IT skills, particularly in spread sheets	*		I
Ability to draft and edit documents	*		I
Ability to make presentations to the board and SLT	*		I
Ability to use education management software		*	A
An understanding of human resources processes	*		A I
Knowledge of relevant employment, H&S and company law	*		A I
EXPERIENCE			
Substantial experience in financial management	*		A
Experience within the accountancy sector		*	A
Working within an academy setting		*	A
Experience of working within a complex business set up	*		A
Experience of managing other staff	*		A
Experience of procuring and monitoring quality services	*		A
Experience of completing bids for external funding		*	A
Ability to write strategic business plans		*	A
Ability to develop strategic budgets	*		A
Experience of working with the DfE, EFA and other agencies		*	A
KNOWLEDGE & SKILLS			
Able to deliver services and systems applicable for effective school management	*		A I
Able to deliver value for money initiatives	*		A I

Able to understand national and regional educational services and deliver appropriate strategies	*		A I
Able to lead teams and individuals	*		A I
Able to strategically influence decision making within the school	*		A I
Able to use a range of ICT packages	*		A I C
Understanding of educational enterprise issues		*	A I
Understanding of promoting positive relationships with the wider school community		*	A I
PERSONAL QUALITIES			
Ability to work under own initiative with sound personal, administration and time management skills	*		A I
Considerable personal enthusiasm, energy, integrity and professionalism	*		A I
Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy	*		A I
A dynamic team leader who has the ability to bring out the best in other people to achieve business outcomes	*		A I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	*		A
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*		A I
A commitment to abide by and promote the Academy's Equal Opportunities, Health & Safety and Child Protection Policies	*		A

Method of Assessment A = Application, I = Interview and Assessment, R = reference, C = Certificate