

## Job description: Academy Business Manager

You will be an important member of the Academy Senior Leadership Team, with a responsibility for ensuring all support services are functioning effectively and efficiently (Finance, site, grounds, cleaning, catering).

To provide the best school environment for our children and staff.

You'll also play a key role in embedding Trust policy and process and working with key Regional and National specialists to ensure the very best for the academy.

Member of Academy Senior Leadership Team (SLT)

Responsible to: Academy Principal and OAT Regional Finance Partner.

Accountable and Responsible for: Line Management of operations and services (Finance, HR, Site, Catering, Cleaning) oversight of ICT (but not line management)

Location: based at Ormiston Ilkeston Academy

Salary: Grade 9, point 37 £47,361 to point 40 £49,764

### What you will deliver

1. Production of monthly and annual accounts in accordance with the Trust requirements.
2. Lead the academy budget setting and longer-term financial planning processes, and take overall responsibility for site related budgets, collaborating with the academy finance officer and wider senior leadership team ensuring spend complies with required frameworks and delivers value for money.
3. Implementing the Trust's financial procedures and systems. Assisting the Principal and Regional Finance Partner in the effective and efficient use of resources across the Academy.
4. Ensuring that the Academy has the operational support they need to run effectively and efficiently to meet the needs and expectations of pupils, parents, staff, and the trust and wider community.
5. Identifying opportunities for improving Value for Money and assisting the Regional Finance Partner in driving efficiencies across all areas of the academy's operations.
6. Operate bespoke school information management systems to include HOGE, IMP, EVERY, SIMS, to maintain and update financial records.
7. Line management of operations across the academy, (finance, HR, administration, cleaning, catering, grounds, etc) enabling, inspiring, and motivating and building positive relationships across the academy and with delivery partners to deliver exceptional services that ultimately improve pupil experience.
8. Supporting the delivery of capital projects across the academy, ensuring that they are delivered to the relevant legislative requirements and to time and budget. This might include projects relating to planning and rolling maintenance programmes as well as new site developments, in conjunction with the estates team.

9. Manage the academy safety officer, working closely with the principal and wider senior leadership team to ensure that legislative requirements are adhered to, risk assessments are carried out, and that the site is safe for pupils, staff, and visitors.
10. To be the key link to the senior leadership team for matters relating to Data Protection.
11. In conjunction with the central teams, identify opportunities for income generation, producing and submitting bids and maximising funds for the academy.
12. Be aware of safeguarding and promoting the welfare of children and report any concerns in accordance with the school's safeguarding policy.
13. To be the key academy link with OAT Regional and National teams (Data, HR, Finance, Estates, H&S and ICT Service teams) to ensure the appropriate processes, procedures and compliance reviews are embedded within the academy. Adhering to all OAT Head Office policies and processes.
14. Subject to any group procurement guidance from OAT, negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, energy, water and other supplies ensuring best value at all times.
15. Ensure the efficient operation of financial services for school activities including catering, school shop, transport and trips.
16. Work with the Senior Leadership Team to maximise income generation and financial growth.
17. Lead on risk management and mitigation, strengthening control, ensuring that the Principal, Trust Executive and Governors are apprised of risks and issues and that these are being mitigated and managed appropriately.
18. Be the operational lead for HR, Finance, Estates, H&S and ICT Service teams management at the Academy.
19. To lead the academy's Operational Compliance Function, ensuring there is a clear framework and programme in place for the compliance of key areas, including but not limited to; Estates, Governance, Health and Safety, HR and GDPR
20. Manage all matters relating to payroll, including checking and approving monthly payroll, HMRC queries, National Insurance, benefits in lieu of pay, Give as You Earn schemes, liaising with the payroll provider when necessary.

### General Responsibilities:

21. To always adhere to the Trust's policies and procedures
22. Maintain confidentiality of information acquired whilst undertaking duties.
23. Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
24. Ensure GDPR principles are embedded in normal working practices.
25. Post holders may be required to work flexibly to meet the business needs. All staff are required to partake in performance management and training activities.
26. Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
27. The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
28. The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

### DBS

29. An enhanced disclosure and barring check will be a requirement of the post

## Person Specification

Attributes tested by Application, Interview, Task and References Qualifications & Experience	Essential E/ Desirable D
Experience of working within a school office environment	D
Working at or towards national occupational standards in business and administration and knowledge/skills equivalent to level 5  Or having or willing to work towards the Diploma of School Business Management.	E
Extensive knowledge or experience in the budget setting process, monitoring budgets and other finance processes and procedures.	E
Experience of overseeing the Human Resources (HR) function within an organisation of circa 150 staff.	E
Experience of using data and spreadsheets to produce results and determining value for money.	E
Experience of managing own workload, and supervising that of others, to meet conflicting demands and deadlines	E
Experience of using a range of applications within Office 365 including Word, Excel, Outlook, PowerPoint and Teams	E
Experience of developing, enhancing, and maintaining appropriate processes/systems within an office environment	E
Ability to work effectively to and with a range of stakeholders	E
Experience of line management or supervision of colleagues	E
Knowledge of health and safety matters.	D
Skilled in understanding and manipulating numerical and statistical data	E
Ability to lead and motivate a team including appropriate delegation of responsibilities	E
Excellent standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E

Excellent numeracy skills	E
Skilled in understanding and manipulating numerical and statistical data	E
Ability to lead and motivate a team including appropriate delegation of responsibilities	E
Excellent standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Excellent numeracy skills	E
<b>Skills and Abilities</b>	<b>Essential E/ Desirable D</b>
Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements.	E
Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
A strong ability to analyse, interpret and resolve estate management problems and to develop, report and implement practical, workable solutions	E
Ability to complete work to the required standards and to agreed deadlines.	E
Evidence of successfully managing complex projects from inception to completion	D
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating, and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Project management skills, managing contractors, consultants, understanding designs and project plans	D
Demonstrates a flexible approach to work to enable effective delivery of service.	E
<b>Other Attributes</b>	<b>Essential E/ Desirable D</b>
Proactive, flexible, and adaptable.	E

Punctual and conscientious.	E
Prepared to challenge non-compliance.	E
Discretion, tact, and confidentiality always.	E
Good time management skills and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Able to drive and travel across the region and, from time to time nationally. May need to stay out overnight on occasion.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all	E
Exemplary levels of integrity	E