

Job Description



Academy	Trust Central Team
Position	Senior Business Manager
Salary	Competitive
Contract	37hours per week, whole year, permanent
Responsible to	Chief Financial Officer

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the Trust's performance management procedures. It may be modified by the CEO with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

This is a central trust role that will involve being the business manager at one or more of our academies, whilst also having responsibility for other areas of work across the Trust.

The business manager aspect of the role will require significant presence in each academy. In the first instance this is likely to equate to 3-4 days within an academy. The remaining days will be trust based, either at the central office or visiting other academies within the trust.

A flexible attitude and diligent approach is vitally important as we seek to support our academies and respond to their needs in a timely manner.

Statement of Purpose

To be responsible for/manage the operation and delivery of support services within designated academies within the Trust, to manage the planning, development and monitoring of support services, and to manage staff, including commissioning and delegation of relevant activities within those academies.

To support and line manage academy business managers as directed by the Chief Financial Officer.

To be responsible for Trust wide admissions compliance, ensuring and supporting our academies and the Trust as admissions authority to fulfil its duties and responsibilities within the relevant legislation.

Support Strategic Management

- Plan, develop, design, organise and monitor support service and whole academy systems/ procedures/ policies.
- Assist with marketing and promotion strategies for the academy.
- Provision of specialist advice and guidance to senior leaders and the local governing body on national and local guidelines/policy/statute etc.
- Interpret matters of policy/procedure/statute to ensure the academy's compliance and initiate appropriate action arising.

Academy HR Management

- The postholder will manage a large multi-disciplinary team of staff across the designated academies.
- Ensure the effective management of Human Resources functions and systems.
- To ensure compliance with safeguarding requirements and to hold overall responsibility for the single central record and safer recruitment process.
- Create and implement recruitment/induction/appraisal/training/mentoring systems for support staff.
- Represent support staff at relevant meetings.
- Deployment of staff, including recruitment.
- Maintain confidential staffing records.
- Ensure absence management processes are robust and adhered to.
- Undertake return to work interviews with all Support Staff.
- Liaise with HR service on specific HR issues.

Academy Facilities Management

- Manage all facilities including use of premises and associated income.
- Manage Health & Safety and compliance with relevant legislation within the designated academies.
- To oversee the Maintenance / Review of the academy asset registers.
- To provide strategic oversight of the ICT support and learning technologies function of the academy.

Academy Financial Management

- Manage financial administration procedures, including responsibility for compliance with financial regulations of Three Spires Trust and the ESFA.
- Responsible for arranging local tenders.
- Monitor all academy trips and ensure appropriate documentation is completed and submitted via the EVC.
- Identify the need for, select and manage resources.
- Manage local devolved formula capital projects adhering to procurement regulations.

Academy Administrative Management

- Develop and monitor management information systems.
- Manage an effective operation of administrative procedures.
- Submit relevant information to SLT, the Academy Committee, Three Spires Trust and outside agencies e.g. ESFA, DfE.
- Identify the need for, select and manage resources.
- Identify the need, and be responsible, for securing appropriate licences and insurance.
- Make data available to appropriate stakeholders at the appropriate time and to deadlines.

Trust Admissions Compliance

- Responsible for ensuring admissions compliance across the Trust including the monitoring of the Trust and Academy related policies and governance terms of reference relating to admissions.
- Support academy leaders to coordinate academy admissions policies and any associated requirements to consult with stakeholders.
- To undertake regular reviews of admissions compliance, associated policies and procedures and proactively identify and resolve related issues with key stakeholders including various local authorities.
- To liaise where appropriate with academy leaders and local governors where issues arise on complex admissions cases.
- To identify and report on student admissions numbers and forecasts as required in conjunction with academy business managers and leaders.

Operational Responsibilities

- To support and uphold Trust policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
CEO signature	
Date	

Person Specification

Essential Criteria	Measured by
<p>Experience</p> <ul style="list-style-type: none"> • Proven Management experience demonstrating at least 4 years in a senior management position. • Experience of guiding, motivating and developing team members. • Demonstrable and commercial and financial acumen. • Extensive experience of Commissioning and its procedure in the public and private sector plus an excellent understanding of contract management. • Experience of working in a multi-site education environment is essential. 	<p>Application form / interview</p>
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Degree Business and Administration, Diploma in School Business Management, or equivalent qualification or experience in relevant discipline. • Health and Safety qualification or equivalent experience. 	<p>Application form / interview</p>
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Demonstrable Leadership and Management skills. • Excellent numeracy and literacy skills. • Negotiating and Influencing skills and the ability to establish effective working relationships/partnerships. • Understanding of relevant financial, health and safety, education legislation and its impact on schools. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	<p>Application form / interview</p>
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service delivers the diverse needs of its customers and encourage social inclusion. • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities. • Helps others to find value for money ways to continuously improve the service. • Anticipates the need for change and proactively introduces systems to ease and support transition. • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process. • Creates a sense of self belief, energy and pride in others about what the school is setting out to achieve. • Plans communication effectively and acts as a role model in providing open, honest communication. • Ensures team is focused on the contribution they must make. • Handles sensitive issues constructively to resolve conflict. • Manages demanding workloads and meet commitments • Ensures the team receives sufficient resources and backing to deliver against objectives. • Manages performance robustly within an inclusive working environment that values everyone's contribution, coaches others in developing and maintaining effective relationships and team working. • Overcomes obstacles to achieve team's objectives. • Takes considered risks using initiative and flexibility to deliver. • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring. 	<p>Application form / interview</p>

<ul style="list-style-type: none">• Promotes a culture of trust, where honest and constructive feedback is sought.• Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success.• Develops and nurtures networks within and outside the organisation.	
--	--

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*