

JOB DESCRIPTION

POST TITLE:

BUSINESS MANAGER

GRADE:

DBC BAND 10 (SCP 28 - 31)

REPORTING RELATIONSHIP

To the Headteacher

JOB PURPOSE:

As a member of the Academy Management Team be responsible for the management and delivery of support services within the Academy. This will include the planning, development and monitoring of support services, staff supervision and responsibility for the delegation of relevant activities to ensure the smooth running of the Academy Support Services in conjunction with the key staff from within the Academy and Bishop Hogarth Catholic Education Trust.

MAIN DUTIES/RESPONSIBILITIES

1. To be responsible for the design, management and co-ordination of appropriate administrative systems across the Academy as required specifically relating to, but not limited to financial systems, HR, health & safety, risk management, data protection, IT systems & procedures and facilities management.
2. To determine the need for and arrange provision, analysis and evaluation of data for detailed reports, business cases etc.
3. To plan, develop and design monitoring systems which compliment Academy and Trust policies and procedures.
4. Overall line management responsibility for the site and catering team.
5. To complete information obtained from School Management information systems as required by the Trust, DfE and EFA for example, Census, Property Data Surveys etc.
6. To oversee and take a leading role in relation to some aspects of Human Resource activities undertaken in the Academy including payroll, sickness absence and handling of personnel issues.
7. In conjunction with the Headteacher, the Chief Operating Officer and the Trust Finance Team ensure that the Academy complies fully with the requirements of the Academies Financial Handbook and the Trust Finance Policy.
8. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.

9. In the absence of Headteacher, liaise with appropriate senior staff, both within the Academy and the Trust with respect of urgent business.
10. To provide advice, guidance and interpretation to Senior Staff in relation to policies and procedures, best practice guidance, legislation, National Standards and initiate appropriate action where necessary to ensure the Academy's compliance.
11. To develop and create for consultation, policies and procedures relating to Health and Safety and financial systems to compliment and proactively ensure that the Academy has information / data available in the required format and within appropriate time scales.
12. To undertake research and obtain information on behalf of Senior Staff to assist with decision-making process.
13. To actively promote the Academy and its services, and take a leading role where necessary and appropriate.
14. To manage lettings of Academy facilities where appropriate.
15. To manage capital projects in liaison with the Diocesan Trust including associated income and expenditure.
16. To identify, review and appraise Academy resources as required and take a lead in the management of resources as appropriate.
17. To take a lead in the procurement and securing of sponsorship funding.
18. To manage and review the procurement of Academy licences and insurance as required in conjunction with Trust.
19. To manage and review Service Contracts and Service Level Agreements on behalf of the Academy in conjunction with Trust.
20. To manage, monitor and plan expenditure from agreed budgets in conjunction with the Trust Finance Team.
21. To ensure that financial policy and procedure is carried out in line with audit requirements and the Scheme of Delegation.
22. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects of academy life.
23. In co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of, and to initiate, regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
24. To be aware of the importance of a disaster recovery plan and its place within the management procedures of the school.
25. To monitor and arrange facilities maintenance inspections.
26. To be responsible for the management of Health and Safety and Risk Management throughout the internal and external buildings.
27. Oversee the expenditure and ensure purchase ordering protocols are adhered to.

28. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
29. To carry out your duties with full regard to the Trust Equality Policy
30. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
31. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

BUSINESS MANAGER

| ESSENTIAL | | | | DESIRABLE | | |
|---------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------|---------------------------------------------------------------------------------------------------------------|-------------------------|
| | Criteria No. | ATTRIBUTE | Stage Identified | Criteria No. | ATTRIBUTE | Stage Identified |
| Qualifications & Education | E1 | Degree / NVQ level 5 or equivalent | C | D1 | Relevant Higher Educational qualification eg AAT, CSBM, DSBM | C |
| Experience & Knowledge | E2 | At least 4 years previous relevant experience | AF,R,I | D2 | Awareness of child protection issues | AF,R,I |
| | E3 | Experience and knowledge of Health and Safety procedures and facilities management. | AF,R,I | D3 | Experience of working in an educational environment | AF, R,I |
| | E4 | Experience of managing a multi-disciplinary team including the monitoring of performance and development | AF,R,I | D4 | Experience of Academy Management Information Systems | AF,R,I |
| | E5 | Experience of giving advice and guidance on policies / procedures to Senior Officers | AF,R,I | D5 | Awareness of Statutory Education system and associated legislation relating to support services for Academies | AF,R,I |
| | E6 | Experience and ability to interpret National legislation and associated guidance, research best practice and incorporate into working practice / policies | AF,R,I | D6 | Experience in the development of and delivery of training courses | AF,R,I |
| | E7 | Experience of managing budgets and capital projects | AF,R,I | D7 | Experience or working knowledge of marketing, sponsorship and promotion activities | AF,R,I |
| | E8 | Experience of policy / procedure development and implementation | AF,R,I | | | |

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| | E9 | Experience and knowledge of HR activities including sickness absence management. | AF,R,I | | | |
| | E10 | Knowledge of Data Protection requirements and understanding of confidentiality | AF,R,I | | | |
| | E11 | Experience of project planning | AF,R,I | | | |
| Skills | E12 | Ability to relate well to children and adults | R,I | | | |
| | E13 | Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding | R,I | | | |
| | E14 | Ability to train and motivate a team | R,I | | | |
| | E15 | Ability to work successfully as part of a team and prioritise own work with minimum supervision | AF,R,I | | | |
| | E16 | Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports | A, R,I | | | |
| | E17 | Ability to work to tight deadlines on a number of different projects | R,I | | | |
| | E18 | IT Literate, capable of using MS Word / Excel and office packages | AF,R,I | | | |
| | E19 | Proven ability to undertake effective research | R,I | | | |
| | E20 | Proven ability to plan, implement and deliver large scale projects | AF,R,I | | | |

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| Personal Attributes | E21 | Participate in development and training opportunities | AF,R,I | D6 | Practising Catholic | AF/R |
| | E22 | Be willing to promote the Catholic ethos and values of the Academy | AF/R | | | |
| | E23 | Ability to abide by Trust policies and procedures | AF,R,I | | | |
| Special Requirements | E24 | Motivation to work with children | I,R,D | | | |
| | E25 | Ability to form and maintain appropriate relationships and personal boundaries with children | I,R,D | | | |
| | E26 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | FFP2I,R,D | | | |

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| Key – Stage identified | |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | DBS Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references