



Job Description: Catalyst Aveley Primary: School Business Manager

Reports to: Head of School

Start date: As soon as possible

Salary: : Range Band E/F, Point 24-33 (£37,577 to £46,212) Pro- Rata Actual Salary Range (£35,169 to £43,251)

Hours: 37 hours per week, term time and INSET days plus 3 weeks during school holidays

The Role

To provide the overall strategic leadership and management for all aspects of finance, HR, ICT, community usage, administration and operations support in the academy.

To ensure that the resources of the academy are deployed effectively and efficiently to achieve the educational aims of the academy.

Key responsibilities

Overall

- Have a visible presence in the school
- To contribute to strategic planning and decision making, leading staff training, task groups and attending Governing Body meetings
- To be responsible for all aspects of finance, HR, ICT, administration and operations support, including catering and premises
- To contribute to the achievement of the educational vision for the academy
- To work with Catalyst Academies Trust to develop and maintain consistent high quality systems and services
- Have a strong empathy with and interest in education

Financial

- To be responsible directly to the Head of School and to the Governing Body for all financial and accounting procedures
- To have a direct line of communication with the Trust on all matters relating to finance
- To assist the Head of School in the preparation of an annual plan and budget
- To maintain updated computer-based financial and management accounting systems for the academy
- To prepare management and financial accounts as required for the Governing Body and the Trust, jointly with the Head of School where appropriate
- To ensure the effective implementation and operation of financial controls within the academy
- Have the ability to analyse information and produce well-reasoned options
- To prepare cash-flow forecasts to ensure that the academy cash position is consistent with its obligations

- To assist and supervise other staff in the operation of the academy's financial systems
- To ensure prompt and efficient completion of monthly, quarterly and annual returns, as required by the Trust, Local Governing Body and by outside bodies including the DfE, local authority and Her Majesty's Revenue and Customs
- To assist with the preparation of the annual accounts, including supporting schedules
- To assist the Trust with the annual audit of the academy's accounts
- To maintain regular liaison with banks and auditors
- To liaise with the Responsible Officer
- To set up and monitor service level agreements and contracts and oversee their delivery and value for money, in line with the academy contractual arrangements, where applicable
- To act as cost centre manager for specific budget areas

HR

- To ensure that the academy is compliant with all the Trust's HR policies and procedures
- To understand and accurately apply the Trust's pay and conditions document
- To deal with all matters relating to remuneration and payroll, including; Her Majesty's Revenue and Customs queries, National Insurance, pensions etc
- Monitor the recruitment procedure to ensure safer recruitment guidance within the 'Trust Recruitment Policy' is adhered to
- To ensure that all hard copy personnel files are kept accurate and up-to-date, and that the HR database (Arbor) is also accurate and up-to-date
- To maintain and be accountable for an up-to-date Single Central Record
- To provide support to the Head of School and SLT with regard to HR issues/case work such as disciplinary or capability issues, working closely with the HR provider
- To be an active participant in the academy's performance management processes, which will include an annual review and regular review of roles and responsibilities in the interest of the Trust's needs
- To liaise and work closely with the HR provider and the Trust with regard to day-to-day issues and also long term strategic plans
- To provide necessary information as and when required from the Trust and the HR provider

Administration and ICT

- To provide and manage an effective administration service to students and staff throughout the central administrative offices and reception
- To establish administrative systems and procedures within the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled

- To deal with all insurance correspondence and communications for the academy, in liaison with the Trust, overseeing visits and ensuring that necessary paperwork is completed to enable insurance cover to be effective
- To ensure that the academy complies with Data Protection and Freedom of Information legislation, in conjunction with the Trust and the Governing Body
- To organise and, where appropriate, lead operational staff training and INSET
- To oversee the ICT infrastructure within the academy, working closely with the ICT team and the Trust
- To ensure that all new staff are inducted in line with the Trust Induction Policy

Purchasing and Lettings

- To achieve for the academy the most competitive pricing for goods and services in compliance with current and relevant procurement legislation
- To manage the letting of the academy's facilities within approved procedures and guidelines to meet the vision of the academy and to maximise income

Facilities management and security

- Through the Site Manager, to be responsible for the maintenance and cleaning of the buildings, sports facilities and grounds
- To be responsible for the development of new facilities within the academy and its grounds
- To ensure that the maintenance programmes function effectively and within the budget
- To ensure appropriate reporting, monitoring and control systems relating to the academy's internal building fabric and furniture, including the production and maintenance of an Asset Register
- To be responsible for the management of security, during the school day and during the community use of the academy including the closed circuit television cameras
- To be responsible for the day-to-day management of Health and Safety (H & S) within the academy, working closely with the H & S provider
- To assist the project management of any capital schemes, identifying appropriate funding sources, writing proposals for expenditure and liaising with relevant personnel within the Trust
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for children, reporting accordingly.

Catering

- Through our catering provider, to oversee the provision of high quality food in the academy, including hospitality, in accordance with quality and cost criteria established by the Senior Leadership Team and the Trust

Academy Ethos and Culture

- Support the Head of School in fostering a strong sense of academy community and ethos among both staff and students

- Promote consistent implementation of Trust policies including the behaviour policy and system of rewards and consequences model, caring and respectful relationships with staff, pupils, parents and visitors
- Act as a positive role model to staff and students

Other

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
- To work in collaboration with Catalyst Academies Trust and counterparts in partner schools
- To carry out other reasonable tasks directed by the Head of School