

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

Job Description

Job Title: Academy Business Manager

Reporting to: Headteacher

Salary: SCP Range 45 – 49 (£40,057 - £43,821)

Statement of Purpose

- Be a member of the Senior Leadership Team at the Academy and support the strategic direction of the Academy.
- Take the delegated responsibility for the following:

Overall purpose of the post:

The Business Manager will provide overall strategic leadership and management at an academy level of all aspects of administration, estate management, catering and operations support.. The post holder will be the academy's leading support staff professional and provide leadership and management to the academies' support staff.

Main duties and responsibilities:

- To be a member of the Senior Leadership Team at Chase Terrace Technology College, supporting the strategic planning and decision making to ensure that the academy makes the best use of the resources available.
- To be responsible for the management of the disciplines of financial administration, estate management, health and safety, external contractors, for example: cleaning / catering / grounds, student transport arrangements, operations support and human resources at an academy level.
- Liaise and communicate regularly with the Trust Business Manager to ensure that budget setting accurately reflects the academies development plans and operational needs.
- Undertaking Performance Management for all staff that the post holder line manages and appropriately manage any underperformance.
- Dealing with and providing advice to senior academy leaders on day to day aspects of the full range of HR management issues including, disciplinary, capability, recruitment, attendance management and implementation of HR policies.

- Supporting the Headteacher in planning, organising and managing the recruitment process on behalf of the academy ensuring compliance with Trust policies and procedures. Liaising with the Heads PA regarding arrangements for the day.
- Maintaining and managing the Single Central Records, in liaison with the HR Assistant.
- Monitoring the attendance of non-teaching staff and ensuring that attendance management policies are implemented fairly and effectively across the academy's workforce.
- Develop, review and implement effective risk management strategies, including business continuity planning and risk assessments in order to mitigate the risks to the successful operation of the Academy and to ensure a safe and secure environment.
- Through the site team, be responsible for the management of premises and grounds, including site safety, security and ensuring compliance with all health and safety standards.
- Take the lead on behalf of the academy for any site and capital works.
- To manage an effective administration service to pupils, staff and parents.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust. To comply with the academy's Child Safeguarding procedures, including regular liaison with the Academy's Designated Child Safeguarding person over any safeguarding issues or concerns.
- Demonstrating an active commitment to their own professional development.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/academy work.
- To comply with the academy's policies and procedures at all times.
- To act as Fire Warden and/or First Aider as directed by the Headteacher.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation as directed by the Headteacher

Support Strategic Management

Assist in:

- Formulating the aims and objectives of the Academy.
- Establishing the policies and improvement plans through which they will be achieved.
- Managing and leading staff including a leading role in support staff meetings and staff training.

- Overseeing the quality of support staff teams, ensuring they provide a quality learning and teaching environment and a quality administrative secretarial and financial service both to the leadership team and teaching staff of the Academy.

Support HR Management

- Leading, managing and developing the support staff who provide administrative support to teaching staff.
- Ensure that all support staff understand their key roles in supporting the primary purpose of the Academy to raise pupil achievement and to provide quality learning and teaching.
- In consultation with the Deputy Headteacher develop a programme of development and training for support staff.
- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy, are commonplace. Take a personal role in spreading good practice.
- Line management responsibility for site staff, finance and office staff, minibus drivers, lunchtime staff and medical staff. Line management will include regular meetings, mentoring, co-ordination, monitoring of these colleagues, and will include the requirements of the Academy's performance management scheme.
- Be familiar with support staff conditions of service, and will be responsible for their development.

Support Financial Management

- Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity.
- Carry out appropriate budget modelling, providing costed reports to Headteacher, leadership group and governors' finance committee.
- Oversee the work of the finance and administration staff so that an administrative and financial service is provided for the Academy.
- Oversee the spending of the budget so that funds are spent as governors wish, that there is scrupulous financial probity, and that audit recommendations and the financial requirements of the Trust's delegation of powers are implemented.
- Look for opportunities for the Academy to bid for funds, contributing to and leading bids as required by the Headteacher.

Support Resource Management

- Oversee the Academy premises, including Academy housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Have line management responsibility for the Academy site staff.
- Make recommendations to the Headteacher and governors on the spending of repairs and capital budgets, according to the agreed development plan wherever possible and once authorised, oversee the spending of these funds, consulting heads of department to ensure that both repairs and improvements are fit for educational purpose.
- Write and oversee tendering arrangements on behalf of the governors, where they take delegated responsibility for contracts, liaise with the Trust Business Manager where it has retained responsibility for contracts under best value arrangements.
- Ensure improved service, value for money, and fitness for purpose.
- Liaise with contractors and maintenance staff.

- Be an expert in the local management scheme and fair funding arrangements regarding buildings and repairs so that the Academy leadership is clear about the relevant responsibilities of the Trust and Academy.

Support to Health & Safety

- To act as Academy Health & Safety Coordinator – providing reports to the Senior Management Team and Governors, conducting risk assessments, co-ordinating annual PAT tests, fire system tests and bi-annual fire risk assessments and ensure compliance with Health and Safety legislation.
- Produce regular reports to meet statutory requirements and deadlines.
- Undertaking research on the Headteacher's behalf.
- Act as a member of the Trust's Health and Safety working group on behalf of the academy.

Support to Operations

- To manage the site rentals?

Support to Academy

- Promote and safeguard the welfare of children and young persons you are responsible for or 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 Academy.
- 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.