



“Be ambitious for the higher gifts”

1 Corinthians 12:31

Business & Administration Manager

Grade -Band PO2, SCP 29 – 32 Permanent post

37 hours per week term time only plus 5 additional days

Job Description

Job Purpose:

- The Business & Administration Manager will work as part of the leadership team to assist the Executive Principal in their duty to ensure that the Academy(s) meets its educational aims.
- To provide professional leadership and management of school administrative staff, in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- To promote the highest standards of Business & Administration ethos within the administrative team.
- To ensure the most effective use of resources in support of the schools learning objectives.
- The Business & Administration Manager will assist the Central Finance Team in being responsible for the financial resource management, Business & Administration, management information, human resources, facility and property management and health & safety management of the academy sites.

Key Areas:

- Attend Leadership and Business & Administration meetings as required
- To lead and manage all academy Business & Administration staff
- Plan and manage administrative change in accordance with the academy development / strategic plan
- Organise and monitor cross site Business & Administration and communication systems
- Oversee day to day financial resource management and HR, Business & Administration across the site.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received.
- Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including regular audits, issuing of invoices and ensuring settlement of accounts. Prepare work specifications for tender, assist with the selection of contractors and report to the Governing Body as required.

- Take a lead role in the development and maintenance of the whole schools recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Take a lead role and be responsible for the planning, development, organisation and administration of procedures and policies including those relating to safeguarding, security, data protection, HR and payroll; liaising with the Head teacher, Senior Leadership Team and Governing Body as and when appropriate.

Duties and Responsibilities:

Team Leadership

- Responsive and confident leadership of the site and administration
- Management of admin apprentices
- Ensuring accountability of office staff; fulfilling roles and working efficiently within office timelines
- Identify training and development requirements
- Conduct team and individual staff meetings, distribute minutes, follow up actions

Business & Administration

- Overall responsibility for ensuring the offices effective provision of administrative and organisational support to the academy
- Contribute to the planning, development, organisation and implementation of new procedures and office /Business & Administration systems to meet the changing needs of the academy
- Take a lead role in planning, development, design, organisation, maintenance and monitoring of record & information systems / procedures and policies
- Assist in the site maintenance of all academy databases i.e. Sims, PSF
- Ensure academy returns are completed and submitted by set deadlines
- Work as part of the wider academy Business & Administration team located in the main office and carry out general Business & Administration tasks as necessary
- Oversee the provision of reception desk services

Organisation

- Maintain the site calendar and support the whole academy calendar
- Deal with diary management and correspondence on behalf of the Executive Principal
- Provide support to the Leadership team and provide / prepare paperwork for regular meetings
- Aid with organisation of events e.g. training days, open evenings, staff events
- To organise and take part in wider academy activities

Communication

- Ensure frontline enquiries from all stakeholders, whether in person or by telephone, fax or email are dealt with, taking the appropriate action swiftly and appropriately using tact and diplomacy at all times
- Ensure messages / enquiries are passed on and that suitable records are maintained, and dealt with in the strictest confidence and that information is not disclosed unnecessarily
- Produce high quality letter, posters etc. for circulation to parents

- Oversee production of site newsletters to parents and support with the whole academy newsletters
- Liaise with staff, students and external agencies in a professional manner
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings as required

Finance

- Monitor agreed budget and control performance to achieve value for money
- Identify and inform Executive Principal and Finance & Operations Director of significant variances and take prompt corrective action
- Propose revisions to the budget if necessary in response to unforeseen developments
- Provide budget reports to relevant stakeholders
- Oversee ordering, processing & payment of invoices
- Ensure maintenance of inventory both ICT and FFE
- Oversee cash handling procedures within the school

HR

- Submit mileage and expenses claim forms as per academy deadlines
- Assist with recruitment, performance management, appraisal and development of site staff
- Ensure all staff have a clear understanding of the policies and procedures
- Ensure all HR files are current and maintained as per Trust checklists
- Seek and make use of specialist expertise in relation to HR issues

Responsibilities

- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the academy
- Participate in training and other learning activities and performance development as required

General requirements

- Engage in the academy's performance management system
- Work flexibly and carry out all duties in compliance with all policies
- Enhanced DBS check
- To promote and safeguard the welfare of children, young and vulnerable people that you come into contact with.
- To undertake any other duties, commensurate within the grade, at the discretion of the Executive Principal
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Safeguarding & Child Protection policies
- Any other duties as directed by the Executive Principal

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners. In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow BCWCAT Safeguarding Children

Procedures, Child Protection Procedures and inform Children's Services Social Care of their concern.

Person Specification - Business & Administration Manager

Criteria	Essential or Desirable
Skills / Professional Qualities <ul style="list-style-type: none"> ❖ Excellent financial skills ❖ Excellent ICT skills ❖ Excellent interpersonal and communication skills ❖ Excellent school management and organisational skills ❖ Able to deliver value for money initiatives 	<p>Essential Essential Essential Essential Essential</p>
Management / Personal Qualities <ul style="list-style-type: none"> ❖ Ability to lead a team and manage others' workloads ❖ Ability to work as a member of the leadership team ❖ Ability to solve problems, make good judgements and take decisions ❖ Ability to work under pressure and meet deadlines ❖ Reliability, integrity and discretion ❖ Willingness to constructively challenge the work of self and others to continually improve own and team performance ❖ Work with initiative and creativity 	<p>Essential Essential Essential Essential Essential</p> <p>Essential Essential</p>
Experience <ul style="list-style-type: none"> ❖ Management of financial strategy, budgeting and accounting ❖ Management of large scale capital building projects ❖ Property management ❖ Management of staff ❖ Contract negotiation ❖ Management of support services (catering, cleaning, etc.) ❖ Knowledge of health & safety management, risk assessments ❖ Fund raising and making bids ❖ School governance ❖ Managing financial reporting procurement and fixed assets 	<p>Essential Essential Essential Essential Desirable Desirable Desirable Desirable Desirable Desirable</p>
Education and Training <ul style="list-style-type: none"> ❖ Education to degree level ❖ Financial qualification / MBA / CSBM /DSBM ❖ Working background in business or administration ❖ Experience of working in an educational environment 	<p>Essential Desirable Essential Desirable</p>