

All Saints Interchurch Academy
County Road, March, Cambridgeshire, PE15 8ND
Headteacher and Accounting Officer: Mr D Pickard

SERVICE	THANKFULNESS	UNDERSTANDING
		
SAFE	HAPPY	LEARNING

Job Description:

Post: School Business Manager

Line Manager: Headteacher

The School Business Manager operates as a member of the Senior Leadership Team and directly reports to the Headteacher for the strategic and operational management, organisation and development of the following academy functions:

1. Finance
2. Personnel
3. Premises & Catering
4. Health and Safety
5. Compliance
6. Data Protection
7. ICT

Areas of responsibility and guidance:

Finance:

- To be responsible for the development and management of the academy accounting functions, ensuring its efficient operation according to agreed procedures and to review and develop those procedures as necessary.
- Lead on all financial matters to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Evaluate information and consult with the Headteacher to prepare a realistic, timely and balanced annual budget plan to reflect the academy's targets, including monitoring of expenditure and income.
- Submit the proposed budget to the Headteacher and Governors for initial approval and manage the overall financial planning process.
- Forecast future years budgets taking into account future funding projections.
- Use the agreed budget to actively monitor and control performance to achieve 'Best Value' through compliance with procurement regulations including strict adherence to leasing rules and regulations.
- Ensure that ongoing forecasting remains robust and financially responsive to significant or unforeseen developments that may arise throughout the year.
- Undertake ongoing financial scrutiny and oversight of actual income and expenditure against the approved budget and act within the parameters of the Academy's Financial Controls and Procedures.
- Prepare monthly management accounts, encompassing a forecast outturn and cash flow forecast.
- Prepare informative and meaningful reports highlighting the current financial position of the academy throughout the year for presentation to Governors.
- Liaise and cooperate fully with internal and external audit inspectors before, during and after inspections, including acting upon, preparing and feeding back to the Headteacher and responding to any points of action.

- Ensure all items required for statutory financial returns and the year-end audit process are completed on time.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- Plan, implement and maintain systems of financial management to enable the academy to continue to make effective use of its resources.
- Seek out and utilise sources of income generation, including capital funding, grant applications & other sources of income or donations to the academy.
- Ensure the financial risk and viability of school trips are secure.
- To be responsible for school insurance policies; overseeing any claims that arise.
- Remain up to date with the ESFA's Academy Trust Handbook and other external statutory regulations, as well as the Academy's internal financial policies and handbooks.
- Advising, participating and reporting to the Governors Finance & Audit Committee and Full Governing Board meetings.
- Being responsible for HR administration on the trust's HR portal including entering new staff, leavers and contractual changes.
- Being responsible for the submission of pension scheme documentation such as retirements and flexible retirements with support from the trust's HR service contractor.
- Being the point of contact for all staff regarding queries on payroll or other financial matters.
- Being responsible for dealing with the school's rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to the current and any future tax legislation.

Personnel:

- Conducting reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Managing the performance (Performance management) of support staff.
- Seeking and making use of specialist expertise in relation to HR issues i.e. Occupational Health, Payroll, HR consultant.
- Giving advice to the Headteacher and Governors on employment law issues, assessment of salaries, expenses, maternity procedures, redundancy and other matters of dismissal. Attending employment tribunals as necessary.
- Providing leadership and guidance for support staff. Monitoring their role and training to ensure they are meeting the needs of the school.
- Ensuring individual staff accountabilities are clearly defined, understood and agreed. Ensuring effective risk management in the management of any third-party service contracts
- Keeping up to date with legislation and employment law and advise the Headteacher and Governors of necessary changes to the terms and conditions of staff.

Premises & Catering:

- Line managing and working closely with the Facilities Manager and Site Team.
- Line managing and working closely with the in house Catering Manager and Catering Team.
- Being responsible for the maintenance of the school site and the buildings, furniture, fixtures and fittings, the preparation of maintenance schedules and the efficient operation of all facilities on the property, including the installations and plant for lighting, heating, hot water, cooking, ventilation, water, energy conservation.
- Producing and implementing a long-term Premises Plan in consultation with Governors and staff. Producing development plans (building maintenance and internal decoration), taking responsibility for premises-related budgets, organising contracts dealing with security and communication systems
- Developing a disaster recovery strategy to include a detailed plan.
- Developing lettings with the Site Manager to maximise income from letting the grounds and premises outside normal core school time.
- Managing the budgets for buildings, power, water, rates, furniture, furnishings, cleaning, insurance and grounds contract.

Health and Safety:

- Formulating, monitoring, implementing and communicating the school's Health & Safety policy to comply with the requirements of Health and Safety at Work Act and other legislation. Ensuring that the school complies with legislation covering fire, health and safety, risk assessments, disability discrimination and COSHH.
- Oversee the day-to-day workings of the academy to ensure that statutory Health and Safety obligations are being met.
- To review the Emergency Procedures Policy / Business Continuity Plan to ensure that it remains relevant and up to date.
- Ensuring all statutory testing takes place.

Compliance:

- Managing the school's compliance with statutory obligations, and advising others on the relevant legal, regulatory and ethical requirements
- Tracking all school policies and ensure they are updated in accordance with the policy review schedule
- Monitoring and updating the risk register
- Acting as the Company Secretary

Data Protection:

- Acting as the school's data protection officer, taking responsibility for monitoring data protection and advising the school community under relevant UK data protection laws including GDPR ensuring the school remains compliant with all its legal obligations
- Ensure completion of associated DfE and Trust wide returns, including School Workforce Census and FOI requests are completed meeting relevant deadlines.
- Carrying out duties/responsibilities of a data protection lead (ensuring contracts are signed properly, data breach register is maintained, enforce data security and oversee policies and other statutory information is up to date)
- Ensuring the school's policies are followed within the school.

ICT:

Manage the relationship with the Academy Trusts ICT Management/Support Team to ensure:

- The ICT infrastructure plan is implemented within the agreed budget, timescales and specifications;
 - ICT policies, procedures and systems are aligned with child safeguarding policies and data protection policies and legislation;
 - ICT systems including hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal use by pupils, staff, volunteers, parents and other users;
 - Effectively commissioning, procuring and managing external resources and services required for the ICT function
- **Generic Duties and Responsibilities:**

Think Green:

- Supporting the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

Safeguarding and Child Protection:

- Reinforcing and enforcing the school commitment to safeguarding and promoting the welfare of children and young people.
- Upholding the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

Confidentiality:

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities and Anti-Discrimination:

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety:

- Being responsible for your own Health & Safety, as well as that of colleagues, pupils, parents and visitors. Following (Employees should follow) the School's Health and Safety Policy and Procedures, co-operating with management, following established systems of work, using protective equipment where necessary and reporting defects and hazards to management.

Contributing as an effective and collaborative member of the School Team:

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions
- Undertaking any other reasonable request as required.

Professional Standards:

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed (Headteacher's decision is final)
- All staff should arrive on time to commence their duties as described by contracts.
- All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
- All staff are expected at all times to treat each other, parents, pupils and members of the public with respect.

Signed: Dated: