

Job Description: Business Manager

Responsible to:	Headteacher / Deputy Headteacher
Job Type:	Temporary
Grade:	12
Hours per week:	37
Working weeks:	41
Location	¹ King Alfred's Academy

Main Purpose and Scope of the Job

As member of King Alfred's Extended Leadership Team (ELT), provide leadership in all business and operational related aspects of King Alfred's Academy, working closely with Cambrian Trust Central Team (Finance, Operations and HR teams). Key responsibilities include resources, site and premises, health and safety, operations, compliance and finance. There will be a specific focus on the strategic oversight of the following areas or responsibility:

Financial

- Assist and liaise with the Headteacher, Deputy Headteacher and Central Trust staff with the production of school budget and financial planning.
- Monitor financial issues relating to internal business e.g. reprographics, premises hire, cleaning, catering etc.
- Seek opportunities for generating revenue for the school
- Manage the school's asset register, risk register and business continuity plan.
- Be a signatory for transactions, a credit card holder and a financial systems processor.
- Respond to requests from the Central Team on financial matters.
- Assist and advise on procurement and how to ensure best value for money.
- Monitor and proactively manage all school-based contracts and subscriptions.
- Monitor and proactively manage budget holders to ensure that they are horizon scanning, planning and managing their capitation budgets.
- Line manage the finance administrator
- Manage assigned budgets effectively to deliver good value for money and maximise opportunities for staff and students

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- Manage and oversee all cross charges within the trust for staff and services
- Support with termly invoicing for the school counsellor

Site management and Premises

- Work in conjunction with Headteacher and Premises Team on site and environment development strategy
- Oversee the Premises Team in their management of all capital/building projects
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Monitor, assess and review contractual obligations for outsourced school services
- Act as the school's Health and Safety Co-ordinator in conjunction with the Trust's lead for Health and Safety
- Supervise the planning, instigating and maintaining of records of fire practices and alarm test with the Premises Manager
- Oversee fire evacuation plans and update to reflect staff changes
- Lead on evacuation and lock down procedures and in the case of any emergency situations
- Ensure the Health and Safety policy is clearly communicated and available for all staff
- Ensure systems are in place to enable identification of hazards and risk assessments
- Co-ordinate health and safety training and maintain health and safety training records
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team, Governors and Trust's Health and Safety Lead
- Review the results of audits, safety reports and risk assessments to ensure that they have been properly completed and actioned
- Assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure appropriate risk assessments are made and followed for all school operations.

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Operations and Compliance

- Manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Be the first point of contact for legal issues
- In liaison with the School's Leadership Team, co-ordinate school closure processes ie school closure due to inclement weather
- Support the IT Director in developing effective use of IT systems across the work of the school
- Monitor the maintenance of the school's website ensuring it is compliant with statutory regulations. Update and upload policies. Make changes when needed.
- Manage social media to ensure that it is promoting the school and being effectively used a tool to drive up student numbers and support in teacher recruitment.
- Oversee day-to-day effectiveness of catering and cleaning
- Oversee the lettings of school premises; drafting, updating and implementing the school's lettings policy in line with the Trust's policy
- Review and update relevant school policies
- Maintain and update the Staff Handbook
- Complete July registrations for ECTs and oversee arrangements for attendance at ECT1 and ECT2 conferences
- Organise and chair diary group meetings, be responsible for the organisation and management of the school calendar, ensuring effective use of resources that maximise educational opportunities for students
- Manage key events in the school calendar including (but not exhaustively) Open evening, open mornings and twilight transition evenings.
- Arrange and manage Health and Safety training courses as required

Wider Leadership and Line Management

- Contribute to School Improvement Planning and strategy as representative of support staff colleagues
- Lead the school operations team of Premises Manager, Staff Development Manager, Cover Manager, Reprographics administrator and Finance Administrator, coordinating meetings, drawing others in as appropriate
- Line management of staff involved in operational and administrative functions for the school including conducting appraisals

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- Ensure support staff appraisal supports professional development, mindful of career progression
- Manage and chair Finance and Operation meetings, ensuring that only people who need to be there are present.
- Support the counsellor with their annual reporting and recruitment

General Duties

- 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 difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The post holder will be required to work flexibly including some evening work and to travel as required to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential/Desirable
Experience Several years experience working in an office environment at a senior/management level	E
Qualifications & Training NVQ 4 or equivalent qualification or experience in relevant discipline Excellent numeracy/literacy skills	E E
Knowledge & Skills Effective use of specialist ICT packages Experience in Microsoft Office and advanced skills in Excel Full working knowledge of relevant policies/codes of practise/legislation Organised and thorough, with a good eye for detail and ability to work to deadlines Ability to work independently and be rigorous and methodical with the ability to manage own workload and meet deadlines Ability to organise, lead and motivate other staff Ability to plan and develop systems Ability to relate and communicate effectively Ability to solve problems Ability to build strong working relationships Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities. Ability to relate well to children and adults Ability to work in a way that promotes the safety and wellbeing of children and young people	E E D E E E E E E E E E E E E

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