



JOB DESCRIPTION

Role Title	Department	Reports to
Business Coordinator	Operations	Head of School Operations

PURPOSE

To drive effective, effective and sustainable and Finance and Business Operations and provide meaningful insight to support decision making.

DIMENSIONS

Direct Reports	Budget Responsibility
Admin, Data and Communications Manager Finance Assistant Operations Administrators	As per below

PRINCIPAL ACCOUNTABILITIES

Line Management

- To be responsible for line managing direct reports, including carrying out regular Line Management meetings and Performance Management meetings for quality assurance.
- Manage and develop a cross functional team, setting measurable objectives, reviewing performance, identifying training needs and providing personal development that fits with the needs of the Academy.
- To work with Direct Reports to continually review and challenge the effectiveness of processes and procedures in place to support the growing academy.

Finance

- To support the Head of School Operations with Academy budgeting, reporting and monitoring processes, in line with Trust deadlines and guidance.
- To act as the Academy Lead on the Finance system, working with the Trust and providing training and support to colleagues where needed.
- Implement and manage the financial/business decisions of the Head of School Operations, Headteacher and the Trust.
- To provide a business partnering service to budget holders, including finance training, reporting, and ongoing support.
- To oversee the smooth running of Watling Academy Accounts Payable procedures, ensuring value for money is obtained, and purchasing guidelines are adhered to.
- To carry out credit control activities, ensuring invoices are settled in line with terms.
- Working alongside the Trust Finance Team and the Head of School Operations, continue to develop working processes and practices that support the effectiveness of both central and local operations.
- To oversee the Academy contracts database, and ensure value for money is obtained
- To support with/lead on procurement projects, as directed.

- To maintain an up-to-date knowledge of all relevant guidance, legislation and development and ensure Academy procedures are compliant and in line with best practice.

Administration & Marketing

- Line managing the Admin, Data and Communications Lead, to ensure a high-quality administrative service is provided to colleagues, students, parents and other stakeholders.
- Oversee the Academy's marketing strategy.

Income Generation - Lettings

- Working with the Estates team, and through line management of the Operations Administrators, to co-ordinate and maximise the income generated by the Academy's external premises hire, working towards a sustainable business model.

Income Generation – Grants and Returns

- Develop and implement an income generation strategy for the Academy, including relevant bid submissions and associated returns.
- Liaise with PTA in respect of fundraising activities.
- Support with compiling information required for statutory returns, such as the annual pupil premium statement and record keeping for the Sixth Form Bursary.

Student related finance matters

- To oversee the effective administration of payments via Parentmail, including till system balances.
- Working with the Care & Opportunity team, develop and implement a process for financial monitoring related to Trips and Visits.

Project Management, Contract Management and Events

- To undertake Project Management and Contract Management as required, ensuring projects and service are delivered to time, quality and budget, meeting the needs of the School Community
- Design and implement financial reporting for large Academy projects, as required.
- Ensure school events are facilitated with the resources, accommodation, and support that they need.

Leadership and other responsibilities

- To be a good role model through effective, professional behaviour and leading by example.
- To follow the Trust Finance Manual
- To contribute to the preparation of papers for Senior Leadership and Governor meetings
- To occasionally attend evening meetings, as requested by the Head of School Operations
- To respond to unplanned events that occur during the day to day running of the Academy.
- To document policies and procedures relating to role, and to adopt an approach of continuous process improvement to ensure that processes continue to be effective as the Academy grows.

Whole School Administration

- Act as a bridge to facilitate closer working relationships between teaching and support staff.
- Act as a bridge between Watling Academy Operations and the Trust Central Team.
- Manage communication with parents regarding areas within scope of the job description.

- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Support a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

PERSON SPECIFICATION

E – Essential

D - Desirable

Qualifications/Education	<ul style="list-style-type: none"> • Degree or relevant qualifications in Finance/Business (E) • High level of English proficiency (both oral and written) (E)
--------------------------	--

Knowledge/Experience	<ul style="list-style-type: none"> • Proven experience at a managerial level (E) • Proven experience of supporting the financial planning for an organisation (E) • Proven experience of leading the financial planning for an organisation (D) • Prior experience within an operational management role (D) • Prior experience working in the education sector (D) • A working level of understanding of legislation and best practice relevant to the role (D) • Experience of managing a healthy and sustainable organisation, generating income and ensuring value for money at every level (D) • Experience of strategic business planning and the development of business opportunities (D)
----------------------	---

Technical/Business Skills and Training	<ul style="list-style-type: none"> • An analytical mind, comfortable with numbers (E) • An ability to interpret and use financial data to make informed business decisions (E) • Advanced knowledge of MS Excel and spreadsheet usage, as well as accounting software packages (E) • Experience of financial, budgetary and risk management – delivery and monitoring (D) • Experience of implementing business systems and the proven capability of dealing effectively with all levels of personnel (D) • Experience of procuring services and monitoring contracts to ensure that value for money and KPI requirements are met (D) • Ability to plan, organise, and actively manage meetings for maximum productivity (D)
--	---

Aptitude/Personal skills	<ul style="list-style-type: none"> • Skilled in multitasking, problem solving and delivering high quality work to strict deadlines, across a broad portfolio (E) • Exceptional interpersonal and communication skills (E) • Resilience, the ability to be flexible and handle high levels of pressure with consistent ability to meet deadlines (E) • Capable of delegating, motivating across different areas and guiding team effort towards efficient productivity and meeting objectives (E) • A keen, positive and enthusiastic team player who is approachable and amicable (E) • Confident at providing challenge and counsel in the face of a rapidly changing environment (E)
--------------------------	--

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct (Job Description Statement)

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: