



Business Services Partner



Harbour
Learning
Trust

Purpose of Post

The Business Services Partner sits at the heart of the Academies they work in, and are integral to the smooth operation and administration of the school to support the children's learning. The role is varied, dynamic and wide ranging: providing support with Academy administration; payroll and HR; Data, information management and ICT; risk and critical incident management, facility and property management and Health & Safety management of the academies.

Main duties and responsibilities

Planning & Co-ordination

- Overseeing key support functions, including line management of administrative and premises staff where appropriate
- Co-ordinate Educational visits in schools

Administration & Information management

- Manage the school payroll database and be responsible for its effective operation.
- Oversee the Census returns for accurate completion and timely return
- Ensure maintenance of pupil records are accurate and complete
- Oversee preparation and production of all school records and publications.
- Ensure school compliance with confidentiality and the documentation requirements of GDPR.
- Take minutes at meetings as required.
- Arrange for provision, analysis and evaluation of data and detailed reports/information. When appropriate, prepare school level policies, guidance and working procedures.
- Work with the Governance Professional to manage and complete Data Subject Access and Freedom of Information requests in a timely and detailed manner, including the redaction of documents as required

HR

- To support all of the recruitment and appointment administrative duties related to the school's personnel responsibilities, ensuring all relevant personnel documentation is maintained and kept up-to-date.
- Ensure that the School has an up to date and accurate Single Central Record.
- Support the Sickness Absence policy, ensure chronological documentation is maintained in all staff files in order that policy meetings and hearings can be undertaken effectively. It is expected that this post holder will ensure all elements of the HLT Sickness Absence policy are followed in line with advice and guidance from the Head of HR including Risk Assessments with medical needs.
- Manage all other Absence and Leave policies and procedures in accordance with advice taken from the Head of HR. Decisions requiring discretion with reference to the Principal.
- Ensure all HR policies and procedures are followed effectively, liaising with the Head of HR at all times for advice and support.
- Ensure the SLT is rigorous in reviewing the HR data available to them and addressing areas of concern or continuous improvement, including staff absence statistics and trends.
- Oversee the deployment, motivation and development of admin and premises staff, this will include the introduction of a cycle of performance management for line reports.
- Ensuring all statutory staff training is completed on time as part of a trust rolling programme and maintain bookings for staff courses and ensure CPD files are kept up to date.
- Responsible for co-ordinating the probation meetings for relevant line managers and be responsible for ensuring all aspects of the induction checklist are carried out.

Job Description Business Services Partner

Contract type:	Permanent
Hours:	37hrs per week, Term time +15 days
Salary:	SO1, point 23-25 £34,434 - £36363 (FTE) £31,234 - £32,984 Actual Salary
Reports to:	Principal
Location:	Healing Academy, Grimsby

Finance

To work closely with the Principal and the Chief Finance Officer (and team) on any operational financial matters affecting the smooth running of the school in line with statutory requirements and an agreed action/development plan. This includes:

- Present timely and fully costed proposals, recommendations or bids
- Assist the Principal with providing information for future class:staff ratios to ensure appropriate levels of expertise are retained and budgeted for.
- Assist with monitoring all expenditure and income against approved budgets
- To monitor all accounting procedures and resolve any problems including:
 - o The ordering, processing and receiving of all goods and services provided to the school
 - o Maintaining an asset register and keep up to date
 - o Preparation of invoices and collection of fees and other dues
 - o To provide the CFO/ Audit with information as necessary
 - o To provide school level information as required for Trust financial returns
 - o To implement all financial controls in accordance with Trust procedures.
 - o Ensure all orders/payments are complying with Best Value Policy, Procurement Policy and Financial Regulations
 - o Ensure the processing of monthly overtime and mileage payments received are appropriately submitted, ensuring authorisation has been obtained and details are correct.
 - o Manage the checking of staff salaries/wages against financial planning figures, in particular checking for omissions, allowances, correct values and correct profiled expenditure
 - o Respond to pension queries TPS or LGPS
 - o Produce financial reports at month end where requested by the CFO (and team)
- Implement any changes to salaries for support staff and teachers on an annual basis, a necessary
- To ensure good value for money is achieved in procurement of goods and service e.g. monitoring the on-going effectiveness of the services procured
- Participate in trust wide procurement projects, acting as stakeholder for their school
- To be responsible for seeking insurance and advising the Principals on appropriate insurances for the school and handling any claims that may arise
- Support the Principal with Statutory requirements for Pupil Premium, Sports Premium and other associated funding.

Facilities Management/Health & Safety

- To implement risk management and loss prevention strategies.
- Ensure all accidents and incidents are reported, investigated and documented thoroughly, taking appropriate action to prevent recurrence. Oversee completion of all required paperwork, carry out RIDDOR reporting, and liaise with the CFO and/or Trust H&S partner as needed. Maintain strong knowledge of key school-specific health and safety risks affecting pupils and staff.
- To consult with Principal to monitor a rolling programme of refurbishment works within budget constraints using the condition survey and including new developments.
- To ensure the HLT site activity compliance system (EVERY) is fully compliant at all times.
- To oversee the effective management and upkeep of the school site and buildings, checking maintenance schedules and record keeping is updated, overseeing all aspects of statutory safety checking and testing across the schools, including all activities related to fire safety, legionella and asbestos.
- Ensuring the security of the sites is managed effectively
- To maximise use the use of the school's facilities to generate income.
- Oversee and ensure the Health & Safety Compliance of the school/s is meeting the requirements of the Trust and the Health & Safety Law.
- To prepare and review risk assessments, ensuring there is a system of annual review for all staff.
- To undertake a termly site review and a reciprocal site review of another school

Marketing

- To support the development of the school's website, updating, and maintaining the administrative areas of the site. To assist in ensuring that the school's image is enhanced through the involvement of stakeholders in decision-making and the development of a professional corporate image
- To promote the school positively to the students, parents and the community.

Other

- Act as a mentor for newly inducted Business Support Partners and/or aspiring Business Support Partners
- Support other schools in the short term absence of their Business Support Partner under the direction of the central trust.
- Appropriate duties as directed by the line manager or central trust staff.

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	<ul style="list-style-type: none"> GCSE Grade C or equivalent in English and Maths Evidence of continuous professional development and training 	<ul style="list-style-type: none"> Hold or are working towards a relevant qualification i.e. NASBA, AAT, CIPD Other related qualifications i.e Prince2, IOSH, Risk Management, HR related etc
Experience	<ul style="list-style-type: none"> Experience of VfM decision making Implementing and embedding policies, ensuring their compliance Experience of a broad range of related academy Business Services Line Management experience 	<ul style="list-style-type: none"> Experience of working within an educational environment Experience of managing academy administration, systems and processes Experience of data management / information system reporting and benchmarking Experience of ensuring full compliance with property management and all aspects of academy Health and Safety.
Professional knowledge & Skills	<ul style="list-style-type: none"> Excellent written and oral communication skills, including presentation skills Ability to build effective working relationships with colleagues and external partners at all levels Ability to use a full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports. Ability to work under pressure, with accuracy, unsupervised and on own initiative Ability to maintain strict confidentiality in all matters 	<ul style="list-style-type: none"> understanding of relevant legislation and regulatory requirements underpinning the education and academies sector Understanding of Education Funding Policy, Regulation and Compliance requirements
Personal Attributes	<ul style="list-style-type: none"> A strong commitment to the Trust vision, values and ethos Commitment to support the Trust's agenda for safeguarding and equality and diversity A flexible approach and strong work ethic Excellent time management and organisational skills Attention to detail High integrity with an ethically sound approach to building internal and external relationships 	
<p>Other Duties - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>		
<p>Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.</p>		