

Annex A: Executive Business Manager Job Description

<u>Job Title:</u>	Executive Business Manager
<u>Directly Reporting to:</u>	Regional Director
<u>Indirectly Reporting to:</u>	Chief Finance Officer / Head of Finance Business Partnering
<u>Responsible for:</u>	School and Cluster based staff in the following functions: • Finance • Human resources (including oversight of SCR) • Office administration • Site/facilities management • Health and safety • Marketing and pupil numbers • Information Technology (including telephony) • Governance Support (including GDPR) • Adult Learning

Overall Job Purpose:

To deliver a high quality and efficient business support service to all Academies in the Cluster, to ensure that day to day operational functions are effectively delivered as well as providing strategic leadership and effective management.

The post-holder will provide overall leadership and some line management to the business support functions in each Academy; developing high performing support teams which are highly motivated and focussed on the education outcomes and strategic vision of each Academy and Cluster.

They will liaise with United Learning central services to ensure that these functions provide value added support and advice to the Cluster in a timely and professional way.

They will be a member of each Academy SLT, and where in place, the Cluster SLT and contribute fully to Academy Development Plans and the 5-year strategic planning cycle across the Cluster.

They will actively promote the values of United Learning, our Framework for Excellence and the distinct culture and ethos of each Academy. They will have the highest regard for safeguarding and promoting the welfare of staff, children and young people.

Key responsibilities in each functional area:

Leadership & Strategy

- Negotiate and influence strategic decision making within each Academy's Senior Management/Leadership Team and Governing Body.
- Ensure that all resources are managed effectively and efficiently.
- Present timely and fully costed proposals, recommendations or bids.
- Plan and manage change in accordance with each Academy's development/strategic plan.
- Lead and manage the key support functions in each Academy.
- Take a lead role on bringing new schools into the cluster in partnership with Central Office colleagues and the Cluster SLT.

Finance

Provide overall leadership to finance staff in each Academy, with support and advice from the Central Office Finance Business Partner, other specialists and senior managers within the central Finance and Strategic Planning teams; and in particular to:

- Develop and monitor the 5 year long-term financial strategy in each Academy.
- Support schools in using our curriculum modeller to ensure that schools run efficiently and sustainably.
- Oversee the preparation of each Academy's annual budget for central office in consultation with the SLT and LGB, in line with each Academy's development plan but with an overview of emerging Cluster development plans.
- Oversee the monthly management of forecasts against the agreed annual budgets and prepare management reports and analysis for the SLT and LGB as requested.
- Be responsible for the overall leadership of each Academy's accounting function and the staff working in that function, ensuring efficient operation in line with agreed procedures, and maintaining those procedures by conducting at least an annual review.
- Guaranteeing value for money through competitive tendering and effective supplier management, in cooperation with central office as necessary, and with regard to the additional purchasing power that can be achieved through collaboration and group procurement.
- Ensuring that each Academy has access to available external funding and resources, including income generation through bid writing, lettings and other activities within the ethos of the Academies.

Human Resources Management

- Support the development and monitoring of a long-term people strategy for each Academy and across the Cluster in consultation with the SLT and LGBs, taking strategic and professional advice from the HR Business Partner; other specialists and senior managers within the central People team as needed.
- Develop staffing structures within each Academy and across the Cluster that support the efficient and optimum use of all staff (teaching and support), using the Curriculum-based Modeller and advice from the HR and Finance Business Partners.
- Take overall leadership for the Academy and Cluster HR support service, ensuring its efficient operation according to agreed procedures including in particular:
 - Ensuring that each Academy has an up to date and accurate Single Central Record and that this is reviewed and audited regularly to ensure it is "inspection ready" at all times. In addition, ensure that all annual staff returns are collated and retained as required, i.e. ICT acceptable usage policy, pecuniary interest declarations.

- Ensuring the SLT and LGB is rigorous in reviewing the HR data dashboards available to them and addressing areas of concern or continuous improvement, including staff survey outcomes.
- Ensuring that appropriate systems are in place for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR.
- Actively engaging in group wide projects which impact on the retention and wellbeing of our staff, including the Annual Group staff survey, Well-Being Programme, United Rewards and other projects and initiatives included in the group People policies.
- Ensuring the Academies and Cluster are actively involved in CPD, talent spotting and succession planning to support the progression and retention of staff through robust CPD plans for all staff that maximise available funding i.e. apprenticeship CPD via the levy.

Office Administration

Provide overall leadership to Office Managers and administrative staff in each Academy to ensure the provision of efficient and professional administration and reception functions, and in particular to:

- Ensure that appropriate processes and systems are in place for filing and record keeping, in line with statutory requirements, Safeguarding, GDPR, and the Data Protection Act;

Site / Facilities Management

To provide overall leadership to Site Managers and staff in each Academy, as well as working with the Estates team in Central Office, to ensure that all areas of the Academy estates, asset management and facilities management are well led and maintained, including in particular:

- Assisting with the preparation of maintenance and capital expenditure plans;
- Ensuring the provision of appropriate cleaning and catering services, grounds maintenance and planned preventative maintenance to ensure compliance and well maintained buildings (whether run in school or by external providers);
- Ensuring that all facilities management activities are efficiently and effectively managed across the cluster and the individual schools.

Health and Safety

To provide leadership to Health and Safety Leads in each Academy, as well as working with the Group Health and Safety Manager, to ensure the safety and wellbeing of staff and students and the implementation of the Group H&S policies, in particular by:

- Carrying out periodic monitoring exercises/topic audits and investigating accidents/incidents of significance and communicate findings across the Cluster and to the Group Health and Safety Manager
- Meet termly with the Cluster's school H&S Coordinators, Heads and Site staff to evaluate needs, training requirements performance, and areas of concern and provide this information as necessary to the Group H&S Manager.

Marketing

To provide leadership to Marketing Leads in each Academy, as well as working with the central office Marketing team, to maximise stakeholder engagement and pupil and staffing recruitment, in particular by:

- Ensuring that each Academy has an effective Marketing and Communications Plan, which retains both the United Learning brand and the distinctive local Academy brand.

Information Technology

To provide leadership in the Academy's use of Information Technology to ensure effectiveness and efficiency across all functions of the business.

- Participate fully in regular steering processes to ensure that the IT Service remains effective
- Contribute to the strategic management and reshaping of the service as necessary (e.g. participating in recruitment to senior roles)
- Provide operational management of the senior members of the IT Service, to ensure its response to day-to-day issues and requirements is suitable and agile
- To work with the IT Service Manager to oversee the creation and delivery of an IT refresh strategy
- To oversee adherence to the Trust's data standards

Policies and compliance

- Support the designated data protection leads in each Academy and ensure compliance with GDPR in all areas across the Academies.
- Ensure that finance, HR, IT and estates policies are up to date (aligned to United Learning policies) and implemented across the Academies.

Adult Education within the wider community

To provide overall leadership to the Adult Learn and Train team, with the aim of maximising community engagement and income generation, with particular reference to:

- Bidding for and securing new opportunities for adult learning courses;
- Ensuring an efficient and cost-effective service which meets the local demands and needs of the community;
- Engaging parents of our own school communities in our wider offer.

Other

- The post holder is expected to split their working time between each Academy in the cluster, and to periodically attend meetings or training at other United Learning schools or locations, therefore an element of travel is required within the role
- This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Executive Business Manager Person Specification

	Essential	Desirable	Method of Assessment
EDUCATION/QUALIFICATIONS			
Educated to degree level or equivalent in a relevant subject.	✓		App
Business management qualification, accountancy qualification (ACA, ACCA, CIMA) or other relevant qualification for the role.	✓		App
A record of Continuing Professional Development activities.	✓		App
Project management		✓	App / Int
KNOWLEDGE AND EXPERIENCE			
Experience of working in an educational business management environment.		✓	App
Experience of working in a financial environment.		✓	App
Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems.	✓		App / Int
Experience as a member of a Senior Management Team where the contribution of wider strategy and policy-making has been essential.	✓		App / Int
Experience delivering change management programmes.	✓		Int
Experience delivering on multiple projects.	✓		Int
Experience of schools' education finance, HR and other aspects of education administration.		✓	App / Int
Experience leading and/or managing budgeting and reporting processes in an organisation.	✓		Int
The ability to input into the organisation of other areas central to school operations, e.g. pastoral services, health and safety and EVC.		✓	Int
Experience working with a range of internal and external stakeholders.	✓		Int
Knowledge and experience of managing procurement, contracts for services etc.	✓		Int
Extensive experience managing and motivating staff with proven ability to create a united and highly effective team. The ability to lead and motivate staff within a performance management framework.	✓		Int
Experience of having contributed to policy and structure formulation, implementation, evaluation and review.		✓	Int
SKILLS, BEHAVIOUR AND QUALITIES			
A vision that is aligned with United Learning's high aspirations and high expectations of self and others.	✓		Int
Sharing the values of United Learning, particularly Respect, Determination and Ambition.	✓		Int
Committed to promoting equality, diversity, and inclusion	✓		Int
A confident and forensic use of data to diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance.	✓		Int
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	✓		Int
Strong interpersonal, written and oral communication skills.	✓		Int
Strong organisational and time-management skills and the ability to delegate appropriately.	✓		Int
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders.	✓		Int
Confidence and self-motivation.	✓		Int
The ability to work well under pressure and manage conflicting demands.	✓		Int
Flexibility and willingness to be adaptable.	✓		Int

