

<b>MANOR HALL ACADEMY TRUST</b>		
<b>Post Title</b>	<b>REF</b>	<b>Grade</b>
School Business Manager		Grade 8

### **Main Purpose of the Role:**

To support the (Senior Leadership Team (SLT) in ensuring the smooth running of the office and to liaise with the Trust's Central Support Team

### **School Office Management**

- To manage the School Office and administration staff to ensure efficient administrative and support systems are in place for the effective operation of the school
- To ensure that all appropriate records are maintained and necessary returns are completed and submitted by the set deadlines
- To manage an effective operation of all the computerised system for record keeping processes, for example, Arbor, IMP, MyView and to attend training courses as necessary to keep up to date with the systems

### **Finance Administration**

- Support the Trust Central Team (TCT) in ensuring compliance with the Trust's funding agreement, financial regulations and controls and the Academies' Financial Handbook
- Provide financial information and draft budget including forecasts of staffing structure and pupil numbers
- Support the SLT in providing financial information for Governance and the TCT
- Check that all services, in consultation with the TCT, still provide best value by comparing alternative suppliers as well as different service levels
- Check that all accounting procedures are being followed by the academy, including procedures for signing off purchases being followed by all staff, including the correct coding of orders using the Trust's finance system, the preparation of sales invoice requests for any goods and services provided by the school
- Reconcile monthly the school business card transactions and submit these in a timely manner to the TCT
- Check and reconcile monthly the payroll reports and submit these in a timely manner to the TCT
- Banking of cheques and cash on a regular basis and informing the TCT of income receipts.
- Manage financial administration within an agreed budget
- Monitoring of income and expenditure to ensure all income is received and to ensure all costs do not exceed funding levels.

### **Payroll and HR**

- To provide a high quality, comprehensive, confidential and professional service to the SLT
- To manage the day-to-day administration of HR procedures, maintaining confidential staffing records, monthly expense claims, staff absence
- Manage and check the safer recruitment process including undertaking relevant checks

- Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained
- To manage administrative staff directly to ensure effective deployment for the benefit of the school including recruitment, induction, training and performance management liaising with the TCT  
Officer to ensure compliance with Trust HR policies and statutory requirements

### **Resource Management**

- To maintain and update an asset register and inventory of all assets
- To liaise with the Trust to ensure all insurances provide adequate cover
- To monitor and maintain the school's Single Central Record and ensure that all medical, DBS and vetting checks are carried out in accordance with statutory requirements
- To identify and secure fundraising opportunities (sponsorships, external grants, match funding) and administer in order to generate income for the school
- To manage the production of statistical data relating to the school in order to submit reports and returns as required
- To ensure all documentation produced is to a high standard and in line with the school/Trust's brand
- To contribute to the school/Trust's communication and marketing activities, including the school prospectus and website
- To develop and maintain positive links with local community, including other schools and businesses, and to promote public relations and the school/Trust's public image

### **Premises**

- To liaise with all stakeholder groups, including pupils, parents, carers, professionals, site staff, contractors, governors, local schools, local community and the general public in matters other than education

### **General Requirements**

- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the Appraisal policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and line manager before submitting for re-evaluation.***

<b>Person Specification – School Business Manager</b>	
<b>Essential Criteria</b>	<b>Measured By</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Knowledge and experience of developing and managing relevant admin and finance procedures.</li> </ul>	AF/I
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• AAT Level 3, NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline.</li> </ul>	I
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills.</li> <li>• Effective use of ICT packages.</li> <li>• Ability to use relevant equipment/resources.</li> <li>• Good keyboard skills.</li> <li>• Knowledge or relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	AF/I
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing and effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> </ul>	AF/I

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| <ul style="list-style-type: none"><li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li></ul> |  |
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AF - Application form      I - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***