

Job Description – Hub Business Manager



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Reports to: Lead Hub Business Manager

Supporting: Headteachers, Hub and ASEC Committees

Supervision: Hub Finance Officer, Hub HR Officer and key staff and services within the Hub schools, ensuring effective deployment of staff for effective service delivery.

Working with: Lead Hub Business Manager, CFOO, and DSAT Services team

To be accountable to the Lead Hub Business Manager and be a member of the DSAT Services Team, working to support the Headteachers and Academy and Standards Ethos Committees (ASECs) of schools within the Hub.

To ensure proper control and planning of finances as a whole and to operate within the terms of the DSAT's scheme of financial delegation to them. To be responsible for the Finance Officer and Office Administrator posts and management of business support functions of these schools including finance, HR, premises, catering and health and safety.

Main Job Purpose

The postholder will be a key member of the DSAT Services Team and will play an important role in managing the business operations of the Hub, strategically contributing to the education of pupils and whole school improvement.

Effective working with colleagues is expected to ensure effective management of the Trust's resources.

To live out the Christian vision and values of the Trust in all interactions with schools, DSAT Services colleagues, and Trustees.

Main Duties

Business Operations Responsibilities

1. Contribute at a strategic level to the financial planning, resource management, staffing, systems, marketing, and site management for the Hub, in conjunction with other Hub Business Managers.
2. Contribute to the delivery of the Trust Strategy, Hub and Academy Improvement Plans.
3. Ensure regular, relevant training is completed by self and others to ensure compliance.
4. Identify building and maintenance works required in schools, tendering and securing contractors for general repairs and maintenance and smaller projects as required. Submit project proposals for higher value projects for further consideration under the SCA policy.
5. Oversee the management of HR issues, including payroll checks, sickness monitoring and contract amendments.
6. Lead the recruitment, in conjunction with the Headteachers, of finance and administrative staff across the Hub.
7. Support Headteachers with their health and safety duties, ensuring that identified actions are completed and updated by the relevant people, liaising with health and safety advisors as required.
8. Support Headteachers with the completion of school risk registers, ensuring risk assessments are completed when required.
9. Line manage Hub-wide finance and administrative staff, and support Headteachers with the line management of other administrative staff.
10. Line manage the caretaker/premises managers in the Hub, in conjunction with the Headteachers.

Financial Responsibilities

1. With Headteachers and the Lead Hub Business Manager, develop and monitor against appropriate financial budgets as required for reporting to Trustees, school governors and statutory compliance.
2. Ensure appropriate security and authorisation control arrangements are in place to comply with financial procedures.

3. Liaise and negotiate with third party contractors to ensure value for money and correct spending of public funds.
4. Work with Headteachers and others in the preparation and submission of bids for external funding.
5. Develop operational procedures and working practices relating to financial and accounting systems, security, premises management systems and programmes of work for staff.

Other Duties

1. Lead specific strategic projects by agreement and with the support of the LHBM, Financial Controller or CFOO.
2. Provide reports to ASEC and Hub Committee meetings, providing support and guidance as required.
3. Any other duties deemed reasonable for the role, deputising for others where appropriate.

General

1. Promote and safeguard the welfare of children in accordance with the child protection policy.
2. Retain a presence within each school to manage and supervise others, meeting Headteachers on a regular basis.
3. Be a positive advocate for the Trust's Christian vision and values, maintaining positive relationships with staff, children, governors, parents and others as appropriate.
4. Ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (2018) and Security and Confidentiality Policies.
5. Ensure that confidentiality is protected at all times.

Person Specification – Hub Business Manager



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	Essential	Desirable	Assessed
Education, Training and Qualifications	<ul style="list-style-type: none"> Educated to NVQ Level 5 and have at least 4 GCSE's including Maths and English at grades 9-4 (A* to C) or equivalent 	<ul style="list-style-type: none"> School Business Management qualification or equivalent financial management qualifications. Awareness of finance systems such as IRIS Financials, IMP Budgeting and Arbor IOSH Health and Safety qualification 	Application Form Interview
Skills and Knowledge	<ul style="list-style-type: none"> Good accounting and record-keeping skills Effective communication and people skills with both adults and children Good administration and organisational skills Understanding and practice of confidentiality Good IT skills – proficient with Microsoft Office packages (Word, Excel, Outlook) and experience of finance software Ability to follow policies and procedures and to work closely with professional advisors Proven ability to work in a fast-paced environment and deliver to specific deadlines 	<ul style="list-style-type: none"> Knowledge of schools' finance and relevant legislation and practice Awareness of Child Protection issues 	Application Form Interview
Experience	<ul style="list-style-type: none"> Creating and managing budgets Managing and supervising staff Managing contractors Presenting and discussing complex issues at School ASEC or Hub Committee Responsible for Health and Safety within the role 	<ul style="list-style-type: none"> Working at business manager level within a school environment Managing tender procurement exercise 	Application Form Interview
Personal Attributes	<ul style="list-style-type: none"> Ability to prioritise and work to deadlines. Ability to work under pressure. Ability to work independently and with initiative. Ability to support the broader work of the Trust To live out the Christian vision and values of the Trust in all interactions with schools, DSAT Services colleagues and Trustees Full UK Driving Licence and use of vehicle for travel across DSAT schools 	<ul style="list-style-type: none"> Willingness to undertake further training. 	Reference/ Selection Process