



JOB DESCRIPTION

Role Title	Department	Reports to
Head of School Operations	Leadership Team	Headteacher

PURPOSE

The post holder will be responsible for the strategic management of all financial and business aspects of the Academy's operations reporting to the Headteacher.

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
Business Manager Operations Manager	As per below

PRINCIPAL ACCOUNTABILITIES

Line Management

- 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.
- Work with Direct Reports to continually review and challenge the effectiveness of processes and procedures in place to support the growing academy.

Finance and Business

- To lead on the setting and monitoring of the Academy budget, working with the Headteacher and Trust Finance team to ensure that capital and operating budgets are balanced, and deliver upon the strategic aims of the Academy.
- To keep up to date with all relevant guidance, legislation and developments, to ensure the validity of budgetary assumptions
- To lead on long term financial strategy, carrying out financial analysis, modelling and scenario planning to support decision making.
- To lead on Business Continuity and disaster recovery plans
- Implement and manage the financial/business decisions of the Headteacher and the Trust.

- Manage the implementation of capital projects, developing detailed resource plans and timelines, and project managing effectively to ensure that desired outcomes are achieved.
- Strategically lead income generation, in line with the ethos of the Academy.
- Working alongside the Trust's Finance Team, monitor income and expenditure in relation to the Academy's budget, and provide guidance to SLT colleagues and Governors on the implications of current performance
- Working alongside the Trust Finance Team, develop working processes and practices that support the effectiveness of both central and local operations
- Quality assure the day to day purchasing of the Academy, ensuring adherence to all relevant systems and procedures.
- Working alongside the Trust's Finance Director, manage the financial returns for the DFE, EFA and other central and local government agencies within statutory deadlines.
- Give advice to the Headteacher and when necessary, the Governors, on risk related matters.

Procurement and Contract Management

- To lead on complex, high value procurements (tenders) to support the growth of the Academy, ensuring that contracts achieve best value and are achieved compliantly, liaising with frameworks, suppliers and the Trust, as required.
- Proactively manage outsourced services such as Catering
- Regularly review and benchmark best value in relation to all contracts in place, and proactively manage renewal schedules

IT

- Work with ICT Technicians and Trust ICT Lead to develop a clear structure of timely and effective ICT support for the growing Academy
- Lead on the identification and implementation of IT systems to facilitate the smooth running of the Academy (e.g. Till systems and Parent Communication Tools)
- Work with the Trust to develop and implement a long-term ICT Strategy
- Work with the Trust to ensure that the Academy's IT network is secure and resilient

HR & Payroll

- To lead on all aspects of the Academy's payroll administration, liaising with the Trust HR team and Payroll Bureau, to ensure that all staff are paid correctly, and on time.

Premises

- Strategically manage all aspects of the Watling Academy building, facilities and security ensuring that the Academy is maintained to the highest standard through the effective use of the Site Team.
- Through Line Management of the Operations Manager, oversee Health and Safety and fire regulations at the Academy, ensuring the Academy is legally compliant with all statutory inspections and maintenance.

Leadership and other responsibilities

- To participate as an active, supporting and challenging member of the Senior Leadership Team, including attendance at all Senior Leadership Meetings, both operational and strategic.

- Carrying out a full allocation of SLT duties, before and after school, and during the school day
- In collaboration with SLT colleagues, to identify whole school priorities, leading to continuous improvement
- To respond to unplanned events that occur during the day to day running of the Academy
- Provide organisational and advisory support to Governors, attending and leading meetings as appropriate
- To be the lead member of SLT for the Academy during school holiday periods (except during periods of annual leave)
- To participate in all SLT and Governor strategy days/events, providing guidance/information in respect of finance and business aspects.

Whole School Administration

- Act as a bridge to facilitate closer working relationships between teaching and support staff.
- Act as a bridge between Watling Academy Associate Staff and the Trust Central Team.
- Be responsible for the provision of specialist advice and guidance to the leadership team/Governing Body etc. on national and local guidelines/policy/statute etc.
- Manage communication with parents regarding areas within scope of the job description, including the investigation and resolution of complaints.
- Interpret matters of policy/procedure/statute to ensure the Academy's compliance and initiate any appropriate action necessary.

Trust values

- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts 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 (SKILLS, QUALIFICATIONS, COMPETENCE LEVEL ETC)

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)
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Knowledge/Experience	<ul style="list-style-type: none"> • Proven experience at a managerial level (E) • Proven experience of leading the financial planning for an organisation (E) • A working level of understanding of legislation and best practice relevant to the role (D)
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	<ul style="list-style-type: none"> • 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)
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Technical/Business Skills and Training	<ul style="list-style-type: none"> • An analytical mind, comfortable with numbers (E) • 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)
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Aptitude/Personal skills required	<ul style="list-style-type: none"> • Capable of multitasking, problem solving and delivering to strict deadlines (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)
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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: