

# Job Description – Hub Business Manager



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

**Job Title:** Hub Business Manager

**Reports to:** Lead Hub Business Manager

**Liaison with:** Headteachers, Hub Business Managers, School-based administrators, CEO, CFOO, ACFO  
DSAT Services Team

To be accountable to the Lead Hub Business Manager and be a member of the DSAT Services Team of the Diocese of Salisbury Academy Trust (DSAT), devolved to the Spire Hub, working to support the Head teachers and Academy and Standards Ethos Committees (ASEC's) of Academies attached to it.

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 academies including Finance, HR, Premises, Catering and Health and Safety with line management of key staff within these areas.

## **Main Job Purpose:**

### **At each academy:**

1. Key member of the Hub Management Team, contributing at a strategic level with regards financial planning, resources, staffing, personnel, systems, marketing and site management.
2. Contribute to the development of the Business Plan, including the long-term strategy for the future development of the Hub and Academies within it.
3. Be responsible for the accurate preparation of academy budgets, including the provision of accurate budgets, forecasts and projections in conjunction with the Head Teacher, ASECs, Senior Leadership Team and DSAT Services Team.
4. With the Head teachers and Lead Hub Business Manager, develop appropriate financial plans as required for submission to and approval by DSAT Board. Contribute to the preparation of financial records of the Academies for examination by external bodies (e.g. OfSTED, Auditors).
5. Responsible for the monitor and management of funds, grants and other additional income allocated to Academies within the Hub and are managed appropriately and that shortfalls or discrepancies are brought to the attention of the relevant Academy Head and line manager.
6. Liaise and negotiate with third party contractors to ensure value for money and correct spending of public funds.
7. Ensure appropriate security and authorisation control arrangements are in place to comply with DSAT financial procedures.
8. Oversee risk management across the Hub, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
9. Management of H&S liaising with Head Teachers and the DSAT Services team.
10. Ensure regular, relevant training is completed in accordance with identified development areas for staff and operational requirements.
11. Project management of building and maintenance works undertaken on Academy premises, including involvement in drafting of outline specifications and acting as point of contact with regard to liaison with contractors and other outside agencies.
12. Responsible for completion of recruitment exercises for non-teaching staff across the Hub.
13. Together with Head teacher and Hub, the preparation and submission of detailed bids/reports to access external funding streams and thereafter to report separately to ASEC's / External bodies as necessary.
14. Responsible for the management of all HR issues including payroll checks, sickness monitoring and contract amendments.
15. Completion of specific projects as directed by the LHBM or CFOO to benefit the Trust.
16. Promoting and safeguarding the welfare of children and young people in accordance with the Trust's safeguarding and child protection policy.

**Hub Group** – attend termly meetings and provide support and guidance as required.

**Health and Safety** – liaison with the DSAT H&S service, supporting academies with the delivery of improvements following audits; developing risk assessments and ensuring policies are updated as required. Contributing to the Health and Safety and Accident Reports for the Resources Committee of the Trust Board.

**Premises** – working with the Diocesan surveyors to ensure needs are identified and met through grant funding and other opportunities; supporting academies in ensuring that urgent premises needs are identified and met.

**Initial budgeting** – working alongside Finance Officers to ensure that initial budgeting is carried out, prior to budget meetings with the Exec Business Manager to improve the process.

**Financial monitoring** – ensure that timely and accurate reports are prepared on a regular basis for Head Teachers, ASEC's and Hub Committees.

**Training** – support the delivery of appropriate training within the Hub.

**Special Projects** – involvement as appropriate in specific projects within the Hub eg. catering tender

### **Creativity and Innovation**

The jobholder will prepare academy budgets, budgetary forecasts, projections and estimates. Devising operational procedures and working practices relating to financial and accounting systems, security, premises management systems and programmes of work for staff. The job holder will be creative in generating income for these academies.

### **Decision Making**

The jobholder decides on the forecasts for these academies budgets with support from the DSAT Services team and makes decisions relating to the planning of buildings and maintenance work. The jobholder makes recommendations with regard to the use of academy finances, income generating schemes, staffing establishment, accommodation issues, building work and use of contractors. Work to deadlines the job holder has to prioritise their own workload and allocation of duties to other team members.

### **Working environment**

It is expected that the jobholder will be based at St Peter's CE Primary Academy but will, from time to time, retain a presence across each Academy site within the Trust during the week in order to manage and supervise others and be available for support to the wider Academy staff teams. There is an expectation that you attend DSAT team Days 3 times per year at various schools across the Diocese.

Opportunities exist for home working for specific assignments as agreed with the Chief Finance and Operation Officer/Lead Business Manager. There is contact with members of staff, public, visitors to the academy, contract staff, pupils etc.

The job holder is responsible for ensuring the H&S for each Academy within the Hub.

### **Knowledge and skills**

The jobholder needs the ability to undertake a range of advanced activities requiring detailed financial knowledge, accounting and budgeting, the utilisation of ICT software, premises issues and skills in staff supervision and presentation of reports.

# Person Specification – Hub Business Manager



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	Essential	Desirable	Assessed
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>School Business Management qualification or equivalent accounting and/or financial management qualifications</li> <li>IRIS Financials and IMP Budget Tool user knowledge</li> </ul>	Application Form Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Good accounting and record-keeping skills</li> <li>Good communication and interpersonal skills with both adults and children</li> <li>Good administration and organisational skills</li> <li>Understanding and practice of confidentiality</li> <li>Good IT skills – proficient with Microsoft Office packages (Word, Excel, Outlook) and experience of finance software</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of schools' finance and relevant legislation and practice</li> <li>Awareness of Child Protection issues</li> <li>First Aid trained</li> </ul>	Application Form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>Creating and managing budgets</li> <li>Managing and supervising staff</li> <li>Managing contractors</li> <li>Presenting and discussing complex issues at Board or Committee level</li> <li>Responsible for Health and Safety within a role</li> </ul>	<ul style="list-style-type: none"> <li>Working at business manager level within a school environment</li> <li>Managing tender procurement exercise</li> </ul>	Application Form Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to prioritise and work to deadlines</li> <li>Ability to work under pressure</li> <li>Ability to work independently and with initiative</li> <li>Sense of humour</li> <li>Ability to support the broader work of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to undertake further training.</li> </ul>	