Assistant Business Manager
Job Description

Responsible to: Business Manager

Responsible for: Admin Team made up of:
Attendance and Admission Officer
Admin Assistant x2
Business Administration Apprentice

Salary: Grade 9, SCP 34-36

Hours: 8.00am-4.00pm (36 hours per week)
Term time plus 2 weeks

Job Purpose:
The Assistant Business Manager will report to the Business Manager and give support and assistance in non-academic matters to ensure the efficient day-to-day management of the Finance and HR functions.
Team work and initiative will be vital, as will the ability to quickly grasp the complexities of school life and the needs of individuals and groups within this setting.
The ability to communicate well at all levels will be essential, as will the ability to quickly gain an understanding of the roles and responsibilities of others.
The post holder will work closely with the Business Manager and will also need to establish and maintain the trust and support of all school staff.

Deputising for the Business Manager in their absence in areas of finance, operations, HR, administration and facilities services.

Financial Resource Management

1. Be responsible for developing, implementing and maintaining the school's financial functions, financial procedures and financial plan in line with the DfE/EFA requirements.
2. Assist the Business Manager with the preparation of the annual budget as part of a three-year financial plan.
3. Assist the Business Manager with the preparation of monthly management accounts, monitoring reports, submit statutory financial statements, keep updated financial and management accounting systems.
4. Produce year end accounts and reports in conjunction with the EFA and Auditors.

5. Use the agreed budget to actively monitor and control performance to achieve value for money.
6. Identify and inform the Business Manager, Head of School and Executive Head Teacher and Governors of the causes of significant variance and take prompt corrective action and suggest solutions.
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments and changes in funding/legislation.
8. Provide ongoing budgetary information to relevant people.
9. Advise the Business Manager, Head of School, Executive and Governors if fraudulent activities are suspected or uncovered.
10. Identify additional finance required to fund the school's proposed activities.
11. Seek and make use of specialist financial expertise.
12. Maximise income through lettings and other activities.
13. Present timely and fully costed proposals, recommendations or bids.
14. Procure, monitor and review contracts to ensure quality and best value.
15. Ensure the effective implementation and operation of financial controls.
16. Act as key contact for the school's accountants and auditor, ensuring appropriate action is taken on audit recommendations.
17. Benchmark financial performance against other schools and academies.
18. Ensure robust disaster recovery processes are in place.
19. Maintain an up to date asset register after a review and revision of the current system.

Administration Management

1. Manage the whole school administrative function.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
3. Define responsibilities, information and support for staff and other stakeholders.
4. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
5. Establish and use effective methods to review and improve administrative systems.
6. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
7. Benchmark systems and information to assess trends and make appropriate recommendations.
8. Prepare information for publications and returns for the DfE, EFA and other agencies and stakeholders within statutory guidelines.

Human Resource Management

1. Ensure the school's equality policy is clearly communicated to all staff in school.
2. Ensure that all recruitment, performance management, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.

3. Manage recruitment, performance management, appraisal and development for administration and caretaking staff.
4. Ensure staff have a clear understanding of school policies and procedures and the importance of putting them into practice.
5. Monitor the way policies and procedures are actioned and provide support where necessary.
6. Seek and make use of specialist expertise in relation to HR issues.
7. Evaluate the school's strategic objectives and obtain information for workforce planning.
8. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Facility & Property Management

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of the school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Monitor, assess and review contractual obligations for outsourced school services.
5. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
6. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
7. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
8. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Ensure systems and risk assessment are in place to enable the identification of hazards and risks.
6. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SMT, Governors and where appropriate the Health & Safety Executive.
7. Ensure the maximum level of security consistent with the ethos of the school.

8. Ensure statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
9. Liaise with the Health and Safety Executive (HSE) and emergency services as appropriate.
10. Be responsible for all aspects of risk management including the production, management and monitoring of the risk register and reporting to the Governing Body.

General

1. Carry out their duties with full regard to the school's Equalities Policy.
2. Proactively implement all the school's policies and procedures.
3. To attend meetings and school events in the evening as the Business Manager, Head of School or Executive Head Teacher requires. You will be expected to take your holidays at times to suit the school.

To contribute as an effective and collaborative member of the School Team

1. To participate in training to be able to demonstrate competence.
2. To participate in first aid training as required.
3. Actively sharing feedback on Academy policies and interventions.

Confidentiality

The post holder is expected to treat all information acquired through their employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the Academy's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Note: These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities assigned by the Head Teacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Assistant Business Manager
Person Specification

Essential Requirements

1. A suitable management or finance qualification or relevant working experience
2. Proven management and leadership qualities, preferably in an education setting
3. Proven experience of successful financial management.
4. Highly organised and the ability to multi-task.
5. Ability to communicate effectively, orally and in writing, at all levels.
6. Ability to prioritise work, work in a busy environment and to meet deadlines.
7. Ability to handle difficult and complex situation sensitively and thoughtfully.
8. Ability to manage human, physical and financial resources effectively and both project and negotiate future resource needs.
9. Be computer literate and able to produce budgets, forecasting, reports and manipulate the Schools Development Plan as required. Experience using computer aided finance systems essential eg. PS Financials.
10. Ability to provide evidence of strategic thinking and planning.
11. Previous experience or understanding of an educational setting would be advantageous.