

SUNNYSIDE ACADEMY

Academy Business Manager Job Description

Grade L Term time plus 2 weeks

Purpose of the job

To make a major contribution to the successful management and administration of the school by

- Supporting the Senior Leadership Team in attaining its aims and objectives by ensuring the effective operation of all aspects of the school's finances; attending meetings as required and providing appropriate information
- Leading school finance, ensuring that all systems and processes are managed smoothly and within agreed regulations
- Taking a lead role in Estate Management and Development, including the day to day management of dinner supervisors, school clerk and in time the site supervisor
- Generating income for the school

Duties and Responsibilities

Leadership and Strategy

- Attend Full Governing Body and appropriate Governors' sub-committee meetings
- Negotiate and influence strategic decision making alongside the school's Senior Leadership Team
- Plan and manage change in accordance with the school Review and Development plan
- Lead and manage ancillary staff including assisting in the creation and implementation of recruitment/induction/appraisal/training/mentoring systems of these staff.

Finance

- Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for the school using HCSS Budgeting software
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Be responsible for the effective management of financial administration procedures, using SAGE 50, including responsibility for compliance with financial regulations
- Monitoring the weekly/monthly expenditure and advising Headteacher/Finance Committee of possible under/over spending whilst providing options for verifying expenditure

- Identify the need for, select and manage the ordering of supplies, services and equipment for the school including the issuing of invoices and ensuring settlement of accounts
- Preparation of work specifications for tender and assisting with the selection of contractors
- Preparation of half termly account statements for budget holders and report on the financial position to the Governing Body
- Preparation and maintenance of such reports, records and accounts as are required in conjunction with the school's computerised accounting systems
- Ensuring the proper collection, reconciliation and banking of any monies received by the school
- Ensuring all expenditure is correctly coded to ensure maximum use of all budgets and grants
- Managing procurement and being responsible for securing relevant sponsorship
- Maintaining an assets register and inventory
- Be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.
- Manage the Schools financial procedures, reviewing the processes at least annually.
- Preparation of all financial returns for the Academy.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of support Service.

Personnel and Staffing

- Be responsible for the effective operation of the payroll systems
- Be responsible for the completion of all new starter paperwork and other documents relating to staff employed
- Maintain and update confidential personnel database, currently Scholarpack.
- Liaise with the Head Teacher on personnel issues
- Provide advice and guidance to staff and managers on payroll and employment issues
- Liaise with external organisations to ensure that appropriate clearance for new staff is received ie. medical checks, DBS

Estate Management

- Oversee the letting of the school premises to outside organisations
- Promote and develop the use of facilities by the school's extended services and wider community within a framework set by the Governing Body
- Implement risk management and loss prevention strategies in the school to reduce insurance costs
- Co-ordinate the security and maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property

- Keep records of maintenance of fire protection equipment and initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure ancillary services e.g. cleaning, etc., are monitored and managed effectively
- Organise the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage. To ensure the maintenance of boundaries, footpaths roads and rights of way in and around school
- Co-ordinate the purchase, repair and maintenance of all furniture and fittings.

Health, Safety & Accessibility

- Act as the school's Health & Safety Co-ordinator and Fire Officer
- Ensure the health & safety policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy
- Ensure that the School's Accessibility Plan is implemented and reviewed regularly.

Administration

- Manage the administrative function of the School, including reception, reprographics, accurate record keeping.
- Manage the school's telephone and ICT administration facilities
- Be responsible for the school's financial computer network, the implementation of appropriate management information systems and the full computerisation of the administration accounting and record system
- Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness
- Ensure contingency plans are in place in the case of technology failure.

General

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and equality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings

- Participate in training and other learning activities and performance development as required
- Comply with data protection requirements in all working practice, and maintain confidentiality, as required
- Any other duties consistent with the grading of the post.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the school's Child Protection Officer.

Signed:.....

Date:.....