



Smith's Wood Primary Academy Job Description

TITLE OF POST:	School Business Leader
RESPONSIBLE TO:	Head teacher and Senior Leaders
Salary Band G	(£47 655- £53 934) Full time equivalent (£41 684- £47 167) Pro-rata Term time, INSET days, plus 1 week based on 37 hours <i>The Academy will consider flexible working arrangements for this role</i>

JOB PURPOSE

The School Business Leader will be responsible for the management and co-ordination of financial and administrative services to the school. This may include: advice and support to the Principal and Governing Body in financial management, by contributing to the strategic financial planning; management and/or the provision of efficient and effective administration and site teams; day-to-day management of the business functions of the school, that may include responsibility for attracting income/general management of the support functions in the school.

The work involves making decisions, and exercising initiative, without ready access to senior members of staff. The Senior Leadership Team are consulted on decisions on policy or resource issues. The post holder requires an advanced theoretical, practical and detailed knowledge across all specialist areas of work, as well as a detailed knowledge of the associated organisational policies, practices and procedures or an equivalent level of organisational, procedural and policy knowledge, particularly relating to schools, finances and any partners with whom the school works.

As a member of the Senior Leadership Team of the Academy, the post holder will contribute to the management, organisational, strategic, financial, health and safety, HRE planning decisions and whole Academy strategic responsibilities.

The post holder will also be responsible for the following areas:

- **Strategic Financial and HR matters**
- **Office Systems Management/Communication Systems/Single Central Record**
- **Premises, Health & Safety and Risk Assessment**
- **Facilities and Properties/Buildings/Procurement/Value for Money/Contracts**
- **Whole Academy Strategic Responsibilities**

Business Leader Responsibilities:

Leadership of People

- Strategically plan and manage the development of the office
- Line manage the Office and Administrative Team-organise daily workload, where this does not fall in the duties of a key person in the office
- Organise training within the current office staff and for any new staff
- Maintain forward planning in consultation with the leadership team and the office staff
- Take responsibility for staffing issues within the office.
- Undertake performance management of the office staff
- Line manage other teams within school, which may include: the Site Team including Site Managers and Cleaning Staff; lunchtime Supervisors; ICT Network Manager; Before and After School Club Staff.

Strategic Financial Planning at Academy Level

- Contribute significantly to the strategic financial planning for the Academy Budget.
- Ensure compliance with the Academy Trust Handbook.
- Ensure compliance with all ESFA financial returns and year-end audit.
- Manage the budget and maintain accurate financial information to assist monitoring to achieve the Academy's educational goals and priorities, working to maximise income.
- Liaise with the Principal, Governing Body and Senior Leadership Team considering the strategic direction of the Academy.
- Plan long-term financial budgets, considering value for money, Academy improvement plan priorities and trends effecting future Academy budgets.
- Proactively seek and manage additional finance streams, including fundraising, bids and asset management processes.
- Strategically oversee the development and agreement of the Academy budget with the Principal and Governing Body.
- Delegate tasks and manage finance and HRE functions at Academy level
- Assess progress against financial targets through appropriate monitoring, reviewing and re-defining budgets and provide accurate monthly management account information to the Principal and the Governing Body, ensuring best value for money.
- Attend regular meetings with Principal and Senior Leadership Team.
- Liaise with solicitors on all matters relating to the Academy's property.
- Liaise with accountants in all matters relating to internal and external financial reporting, including financial returns, SOFA and charity accounts.
- Liaise with Responsible Officer on all matters regarding internal audit.

Note: the school uses the "Sage" accounting package and a working knowledge of this format is desirable.

Business Functions

- Undertake a key role at strategic level.
- Complete necessary performance management reviews for relevant staff as agreed by the Principal and Governing Body.
- Implement advice from Local Authority HRE with regard to a range of recruitment, and other staffing issues and, where appropriate, delegate and oversee colleagues in this work within the Academy staff team.
- Undertake full Payroll liaison with Arden Multi Academy Trust.
- Manage the HRE functions within the Academy, preparing and overseeing all relevant matters and paperwork.
- Responsible for CPD within the Academy for relevant staff.
- Attend Governing Body Committee meetings, including the presentation of Academy's Finance reports.
- The post holder will have overall responsibility for the Academy's Central Single Record being kept up to date.
- To be aware of the current policies, legislations and procedures.
- Attend Full Governing Body meetings each term.

Premises/ Health/ Safety & Risk assessment

- Liaise regularly with the Site Manager & Operations Manager; with the Operations Manager, the post holder will have the responsibility for overseeing buildings, equipment and expenditure, which will be reported back to the Principal and the Governing Body.
- Be responsible for effective Risk Management for Health and Safety and third party service contracts.
- To ensure that all applicable risk assessments are in place.
- The post holder will be responsible for their personal Health and Safety, in line with the agreed Health and Safety Policy.
- As part of the Senior Leadership Team, the post holder will be responsible for ensuring that Schools and Corporate Health and Safety Policies are brought to the attention of all personnel within their area of responsibility, in particular, managerial and supervisory staff for which they have line management responsibility.
- The post holder will be responsible for ensuring adequate resources are made available, both financial and physical, in order for staff to effectively discharge their responsibilities.
- The post holder will also ensure that all relevant Health and Safety systems and procedures are brought to the attention of staff, and that they are aware of and exercise their individual responsibilities for Health and Safety.
- The post holder should refer to, and take note of, specific responsibilities are detailed in Corporate and Departmental Health and Safety policies.
- Work collaboratively and co-operatively with all other colleagues and respond to any other reasonable request made by a senior leader in a prompt and positive manner.

SAFEGUARDING

Smith's Wood Primary Academy has responsibility for, and is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.