

# DIAMOND HALL INFANT ACADEMY



## Job Description

<b>Job Title:</b>	School Business Manager
<b>Location:</b>	Diamond Hall Infant Academy
<b>Grade/Scale:</b>	SCP 31 to 35
<b>Hours:</b>	37 Hours per Week – All Year Round (52 weeks)
<b>Term:</b>	<b>Permanent</b>

### Purpose of Job:

To ensure the smooth and successful running of the academy by dealing with the leadership, managerial and administrative complexities that confront the academy. To support the head teacher and make a direct contribution to improving the effectiveness of the academy.

## Principal Responsibilities

### Strategic Leadership and Management

Responsible for the strategic leadership, management and development of efficient financial, personnel, and support services and systems for the academy. With the majority of services delivered in-house and not subcontracted out. The main duties will include:

- Being the Chief Financial Officer and assuming responsibility for all financial and governance procedures as detailed in the Academy Trust Handbook and the academy's own policies.
- Participating as a full member of the Senior Leadership Team, leading in the area of non-curriculum support services and promoting effective management and strategic leadership.
- To be responsible for the leadership and management of all non-curriculum support services and systems, consulting for all matters within the management of the academy which are supportive but do not involve the teaching function whilst taking responsibility for initiating and delivering improvements.
- Contributing to the strategic planning and decision making to ensure that the academy makes the best use of all resources available.
- To provide leadership and guidance for non-curriculum staff including direct line management of the admin and premises teams.
- Provide advice to senior leaders on day-to-day aspects of the full range of HR management issues including; disciplinary, capability, recruitment, attendance management and implementation of HR policies.
- Develop, review and implement effective risk management strategies, including business continuity planning and risk assessments in order to mitigate the risks to the successful operation of the academy and to ensure a safe and secure environment.
- Develop and maintain the academy's policies including health and safety, ensuring they are fully implemented at all times and clearly communicated.
- Take the lead on contract compliance and leasing within the academy.
- Oversee the management of premises and grounds, including site safety, security and ensuring compliance with all health and safety standards.
- Take the lead on behalf of the academy for any site and capital works.
- Demonstrate an active commitment to their own professional development.

## Financial Management

- To advise the Head Teacher and Trustees on investment and financial policies, preparing business plans for particular projects alongside developing the long-term financial strategy of the academy, in conjunction with senior leaders and Trustees.
- To be responsible for all budget planning, monitoring and financial controls whilst working in collaboration with senior leaders to ensure that budgets accurately reflect the academy's development plans and operational needs.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- To be responsible for the management of the accounting functions, ensuring efficient operations according to agreed procedures, and to maintain those procedures in line with best practice and regular review.
- Prepare the monthly management accounts for approval by the Head Teacher and Trustees.
- Preparation and submission of all financial returns within the statutory deadlines and in accordance with the Academy Trust Handbook.
- Facilitate all inspections and audits.
- Remain up to date with regard to financial regulations and arrangements, advising the Head Teacher, and Trustees all relevant changes.
- To be responsible for the procurement processes, policies and activities within the academy and ensuring these meet the relevant standards.
- Monitor the financial effects of appointments of teaching, support staff and other staffing matters, such as maternity leave or the use of supply staff.
- To oversee income generation and insurance arrangements.

#### **Personnel Management**

- To advise senior leaders and Trustees on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- To maintain confidential staff records and ensure that staff records held in the academy by others are kept confidential.
- Assist the Head Teacher in the monitoring of staff attendance, ensuring that attendance management policies are implemented fairly and effectively across the academy workforce.
- Prepare and process the monthly payroll, including returns to LGPS and Teachers' Pension schemes alongside being the first point of contact for any staff pay queries.
- Communicate with and advise staff of any annual pay awards.
- Management of the recruitment process and producing staff contracts in line with relevant legislation including the maintenance of the single central register.
- Ensure effective performance management and professional development for all non-curriculum staff.
- Lead a culture of continuous improvement across the academy's administration, working to improve efficiency and effectiveness in all aspects of the non-curriculum support services.

#### **Facilities and Property Management**

- To oversee the safe maintenance and security operation of the academy site and buildings alongside the Site Supervisor.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Trustees, and where appropriate the Health & Safety Executive or other external agencies.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the continuing availability of utilities, catering, cleaning services and equipment including the purchase and repair of all furniture and fittings.
- Ensure that maintenance of a fixed assets register including inventory of attractive items.
- Follow sound practices in estate management and grounds maintenance in line with the DfE's School Premises Regulations 2012.
- Manage the letting of academy premises to external organisations, for the development of the extended services and local community requirements.

- To lead and oversee the management of health and safety, risk management and business continuity.

### **Whole School Administration**

- Lead and manage the admin team ensuring the effective function of the main academy office.
- Maintain confidentiality and security of information at all times and be aware of the requirements of Data Protection and in line with any other relevant legislation.
- Maintain up-to-date licences as required by the academy.
- Manage the academy's administrative computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration, accounting and record systems.
- Maintain pupil records including when appropriate, assessment data for statutory returns.
- Lead and manage all admissions arrangements in conjunction with the admin team.

### **Management Information Systems and ICT**

- Ensure ICT equipment is in working order, and liaise with ICT Services and helpdesk as necessary.
- Obtain best value on any purchases or repairs.
- Manage the academy's ICT networks in conjunction with the academy's ICT provider.
- Assist in the development of the ICT infrastructure of the academy alongside senior leaders.

### **Marketing**

- Promote the academy to different audiences and raise the profile of the Academy within the local community and beyond using the Academy's website, mobile app and social media where appropriate.
- Ensure the Academy's website is up to date and compliant with DfE standards
- Liaise with local businesses for fund raising and joint projects that will benefit the children at the academy

### **Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work.

### **Additional Responsibilities:**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures
- To attend meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.
- To be an effective role model for the standards of behaviour expected of children.
- To have due regard to and follow all safeguarding procedures
- To carry out duties with due regard to the academy Health and Safety policy at all times.
- To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the academy's Equal Opportunity policy and contribute to diversity policies.
- Participating in the academy's arrangements for performance management, professional development and the academy's arrangements for quality assurance and internal verification.
- To follow all policies and procedures within the Academy.
- Any other duties required by the academy which are in the scope of the post.

**Review and Amendments:**

This job description is subject to annual review. It may be amended only after full consultation with the Headteacher.

***Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.***

**Signature:** ..... **Signature:** .....

Post Holder

Head Teacher

**Date:** ..... **Date:** .....