



## JOB DESCRIPTION

# Academy Business Manager

**Salary/Grade:** J– Scale 31-34 (£37,261 to £40,478) Full-Time

**Responsible to:** The Leadership Team and Board of Trustees

Cedars Academy is a specialist provision for young people aged 4 to 18 years with physical, sensory, speech, language and communication disorders, and moderate learning disability. The Academy operates over two sites, Cedars School at Ivy Lane (EYFSKS3) and Cedars College at Walker Terrace (KS4/5). The Leadership Team and Trustees are seeking a dynamic, highly experienced professional with a strong business background to join our team and play a key role in the future development of the Trust.

As Business Manager, you will work across both sites. You will lead each of the academy's operational areas of HR, premises, catering and administration in order to provide value for money and ensure the smooth running of the operational aspects of the Trust.

As well as sound knowledge and proven leadership in these areas, the successful candidate will also possess excellent organisation, communication and interpersonal skills. High expectations of yourself and your team, enthusiasm and a shared commitment to developing the Trust's central support network are essential.

If you are looking for a new challenge and have the expertise and ambition to develop this new role, we would like to hear from you.

For an informal discussion about the role, please contact Julie Vincent, Headteacher, College, [julie.vincent@cedarstrust.org.uk](mailto:julie.vincent@cedarstrust.org.uk) or Michelle O'Reilly, Headteacher, School, [michelleoreilly@cedarstrust.org.uk](mailto:michelleoreilly@cedarstrust.org.uk)

### Safeguarding Statement

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children at Cedars Academy. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Our safeguarding procedures apply to all staff volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership (GSCP, formerly LSCB).

## Job Description

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### Overall Responsibilities

- Lead and advise on budget and finance, human resource, facilities and school management systems
- Support leaders to ensure that the academy makes the best possible use of resources available
- To manage the Academy Admin, Facilities and Catering Teams
- Liaise with the facilities team to provide a developing learning environment that is permanently safe, secure and ran to maximum efficiency
- Ensure that the academy is fully prepared to meet external auditing and OFSTED financial procedures
- To liaise with the relevant members of the LA/council/SBM Network/Accountancy Support
- To be responsible for the communication between the academy and its service users
- To attend all main trustee meetings and appropriate sub-committee meetings and Senior Leadership meetings advising trustees/Leaders where appropriate and minuting decisions.

### Accountable to:

Headteachers, Director of Inclusion and Board of Trustees

### Finance

- To advise the Headteachers, Director of Inclusion and Board of Trustees on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the academy.
- To be responsible for budget setting, working alongside Inspire Financial Management to prepare for approval by the Headteachers, Director of Inclusion and Board of Trustees the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To liaise with Inspire Financial Management to prepare regular management accounts for budget holders and to report on the financial state of the academy to the Board of Trustees.
- To be responsible for analysing the Academy Development Plan curriculum objectives to determine the resources required, costing on the basis of employee costs, premises costs, school requirements for teaching and learning and other costs to inform budget decisions made by The Leadership Team.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLG accordingly.
- To be responsible for the management of the academy accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To monitor all accounting procedures and resolve any problems, including:
- Authorisation of the ordering, processing and payment for all goods and services provided to the academy.
- To oversee the operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
- Working with Inspire Financial Management to maintain the assets register.
- Overseeing preparation of invoices and collection of fees and other due.

	<ul style="list-style-type: none"> <li>• To assist Inspire Financial Management to prepare the final accounts and to liaise with the auditors. To provide detailed management accounts for the Board of Trustees and SLG according to an agreed schedule, reporting immediately any exceptional problems.</li> <li>• To prepare all financial returns for the ESFA, LA, and other central and local government agencies within statutory deadlines.</li> <li>• To maximise income generation within the ethos of the academy.</li> <li>• To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.</li> <li>• To oversee negotiation, management and monitoring of contracts, tenders, and agreements for the provision of support services.</li> <li>• To be responsible for seeking professional advice on insurance and advising the Board of Trustees on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.</li> <li>• To prepare the Charging and Remissions Policy.</li> </ul>
<p>Personnel</p>	<ul style="list-style-type: none"> <li>• To be responsible for general personnel matters. For the clearance for new staff – medical checks, child protection, and to ensure contracts of employment are issued.</li> <li>• To gather advice for Board of Trustees on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.</li> <li>• To be responsible for new staff induction process with regards to Health and Safety, IT systems, security access and absence procedures.</li> <li>• To be responsible for the preparation and review of staff contracts, ensuring they are shared with Pay Roll and Leaders in the agreed timescale.</li> <li>• To maintain confidential staff records and to ensure that staff records held in the school by others are kept confidential.</li> <li>• To provide leadership, training and guidance for admin, catering, facilities and external contracted staff, including direct line management responsibility.</li> <li>• To be responsible for the administration of the Safer Recruitment process for all new appointments.</li> <li>• To advise the Board of Trustees on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in the school.</li> <li>• To work with the facilities team to formulate, monitor and implement the academy’s safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.</li> <li>• To ensure the highest degree of welcome for Academy users visiting or telephoning both sites.</li> </ul>
<p>Buildings and Premises</p>	<ul style="list-style-type: none"> <li>• To act as the school’s Health and Safety Co-ordinator and Fire Officer and delegate responsibility as appropriate across both sites.</li> <li>• To co-ordinate and liaise with the Facilities Team.</li> <li>• To liaise with outside contractors and ensure health and safety standards/Safeguarding protocols are maintained and risk assessments completed, if necessary, e.g., Asbestos</li> <li>• To complete all annual risk assessments e.g. fire, generic, lone worker etc</li> <li>• To ensure correct legislation is followed e.g. DDA requirements in and around school.</li> <li>• To deputise for Headteachers at property meetings</li> </ul>

Whole School  
Administration

- To oversee the administrative function including the administrative ICT facilities (e.g. license maintenance, servicing contracts, guarantees), school reception, reprographics, records and telephones.
- To maintain the academy facilities diary.
- To minute meetings when requested.
- To work with Facilities Team to ensure ICT equipment is in working order, liaise with ICT Services and obtain best value on any purchases or repairs.
- To be responsible for overseeing the attendance of pupils, collection and monitoring of data to inform Academy Services.
- To be responsible for the systems and general management of the academy's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerization of the administration accounting and record system.
- To oversee the maintenance of Pupil Records on Arbor.
- To act as correspondent with the DfE, ESFA, Companies House and The Charity Commission and to be responsible for the records and returns required.
- To liaise with the administration team in obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To carry out Health & Safety inductions for new staff on their arrival.
- To administer all admissions arrangements.
- To administrate medical and first-aid procedures (accident forms/reporting).
- To oversee the policy review cycle and ensure all academy policies formulated by the SLG, staff and Board of Trustees are updated, well presented and available in electronic and paper formats
- To liaise with the Catering Department and SLG in providing an appropriate level of hospitality (e.g. organising venues and refreshments).
- To oversee the liaison with uniform suppliers, and to search for better value agreements with sellers when appropriate.
- To promote the academy to different audiences and secure a high profile of the academy in the local community.
- To issue lettings agreements and licenses to users of the academy premises and maintain these agreements with them.
- To liaise with local businesses for fundraising and joint projects that will benefit the children and young people across the academy.
- To be responsible for maintaining the school website and social media outlets.
- To be responsible for efficient and effective communication with Trustees and Clerking services to ensure all relevant committee agenda, minutes and paperwork are shared in a timely manner.
- To maintain accurate records, i.e. Trustee details, documentation, training records and calendar items on GovernorHub.

**Person Specification**

**ACADEMY BUSINESSS MANAGER: Grade J**

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	<b>Essential</b>  These are qualities without which the Applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of assessment</b>
<b>Qualifications</b>	Recognised management/business degree, NVQ 4 or equivalent related professional qualification.,	School Business Manager specific qualification i.e., DSBM, CSBM. ADSBM or Msc School Business Management,	Certificates at selection event
<b>Training</b>	Evidence of Continuing Professional Development.	Member of National Association of School Business Management,	Application form. Selection event
<b>Experience:</b>	<p>Managing strategic financial plans.</p> <p>Managing within an educational environment.</p> <p>Managing budgets, financial reporting, procurement and fixed assets.</p> <p>Managing change projects. Managing teams.</p> <p>Managing HR. Managing H&amp;S.</p> <p>Experience of working in an office environment at senior level.</p>	<p>Experience of working in a Specialist School.</p> <p>Experience of working in a Single Academy Trust.</p>	<p>Application form.</p> <p>Interview</p> <p>References</p>
<b>Knowledge and Skills</b>	<p>Able to deliver services and systems applicable for effective academy management.</p> <p>Able to deliver value for money initiatives.</p> <p>Able to understand national &amp; regional educational services and deliver appropriate strategies.</p> <p>Able to lead teams and individuals.</p> <p>Able to use a range of ICT packages. Excellent numeracy/literacy/ICT skills Ability to interpret advice/statute and to devise policy/practice in the light of these</p>	<p>Understanding of Specialist educational settings and their funding.</p> <p>Understanding of promoting positive relationships with the wider school community.</p>	<p>Application form.</p> <p>Interview</p> <p>References</p>

	Ability to relate well to children and adults Ability to motivate, negotiate and influence		
<b>Personal competencies and qualities</b>	Highly developed interpersonal skills. Support and demonstrate commitment to the vision for the Academy.  Support the Leadership Team in the management of change and improvement in pursuit of strategic objectives.  Prioritise, plan and organise direct and coordinate the work of others and support team members.  Willingness to constructively challenge the work of self and others to continually improve own and team performance.  Ability to work under pressure and meet deadlines.  Devolve responsibilities, delegate task and monitor practice to see that they are being carried out within set standards and provide a role model for pupils and staff.  Seek advice and support when necessary.  Deal sensitively with people.	Clean drivers licence and use of a car	Application form.  Interview  References

The Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

This job description has been agreed by:

Name: ..... (Signed)

Name: ..... (Chair of Trustees) ..... (Signed)

Date: .....

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER