Job Description: School Business Manager

 **Reports to:** Executive Principal

**Areas of accountability:** HR, finance, premises, security, cleaning, admin, operations, catering

**Start date: 1st September 2019**

**Salary:**

The Role

To lead on the operational aspects of the academy. To provide strategic advice to the Executive Principal as well as excellent hands on management that ensures the resources of the academy are applied effectively and efficiently to achieve the educational aims of Castledown.

In particular, to be responsible for the management of HR systems/processes, and admin, premises and the community usage (e.g. lettings), including general training and development of staff and all matters within the management of the school which support, but do not involve the teaching function.

Key responsibilities

## Overall

* To contribute to the achievement of the educational vision of the academy
* To work with Ark Schools and other Ark academies to develop high quality systems and services in the academy and throughout the network
* To be responsible for HR administration, reception, catering and premises support
* To deliver day-to-day financial processes for the Academy under the guidance and direction of a Regional Finance Manager (who  will provide support with management accounting at month end and budget preparation)
* To maintain a close working relationship with all members of the leadership team.
* To support the Executive Principal by facilitating the academy’s performance management processes (including probation, annual reviews and regular review of roles and responsibilities in the interest of the academy’s needs).

**HR and Payroll**

* Ensure that the school is compliant with all Ark operations policies and procedures
* To liaise and work closely with the Ark HR team with regard to day-to-day people issues and also long term strategic plans.
* To complete all aspects of HR administration for the Academy across the employee lifecycle, ensuring effective systems and processes are in place to enable this.
* To ensure that all pre-employment checks are completed and that an up-to-date Single Central Record is maintained.
* Manage the HR Information System, ensuring electronic employee records are accurate and train other staff on its use as required
* Co-ordinate the Academy’s School Workforce Census annual return
* To process the Academy payroll ensuring the provision of accurate data to the payroll providers.
* To complete all aspects of Pensions administration for the Teachers Pensions Scheme and Local Government Pension Scheme.
* Provide hands on support to the recruitment process, including utilisation on the on-line VRF system to place job adverts, facilitating interviews and liaising with Ark recruitment as and when necessary
* In liaison with a central HR service/advice line, provide support and guidance to line managers where needed with regard to HR issues/case work.
* To provide necessary information as and when required to the Ark HR team.

## Reception

* To adopt the lead role in establishing an effective hospitality and reception service for a wide range of contacts
* To line manage the Academy Receptionist

## Administration and ICT

* To have oversight of the overall administration system , ensuring smooth operation of students and staff throughout the central administrative offices and reception
* To establish administrative systems and procedures for all operational departments within the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled
* Working with and line managing the Site Manager, to be responsible for managing and coordinating the academy’s Health and Safety Policy including regular reporting to the Local Governing Body and chairing the academy’s safety committee (if applicable)
* To deal with all insurance correspondence and communications for the academy, overseeing visits ensuring that necessary paperwork is completed to enable insurance cover to be effective
* Through the Site Manager, to have full responsibility for managing and coordinating the academy’s transport arrangements, including the maintenance and use of academy-owned vehicles (if applicable)
* To ensure compliance with the Data Protection and Freedom of Information Acts.

## Finance operations

* To order goods and supplies as requested by staff, maintaining supplier relationships and supplier statement reconciliations
* To process all orders, receipts, invoices, expenses and other documentation in a timely manner according to Ark Schools procedures
* To maintain the petty cash system
* To receipt and bank cash and cheques received
* To undertake the monitoring and collection of monies owed to school for lunches, clubs, trips or external lettings
* To administer the Parent pay or similar systems
* To undertake checking of payment runs
* To support central finance as required in month end reporting, monitoring of bank account balances and preparation of bank reconciliations.

## Purchasing

* To achieve for the academy the most competitive pricing for goods and services in compliance with the current Ark framework and relevant procurement legislation
* To manage the hire of facilities for the academy within approved procedures and guidelines.

## Facilities Management, security and safety

* Through the Site Manager, to be responsible for the maintenance and cleaning of the buildings and grounds
* To be responsible for the development of new facilities within the academy and its grounds
* To ensure that the maintenance programmes function effectively and within the budget
* To ensure appropriate reporting, monitoring and control systems relating to the academy’s internal building fabric and furniture, including the production and maintenance of an Asset Register
* To be responsible for the management of security, during the school day and during the community use of the academy including the closed circuit television cameras
* To ensure the school complies with relevant legislation e.g. fire, Health and Safety and copyright regulations
* Working with the Site Manager, to be responsible for the maintenance contracts/services for the site and buildings.

## Community Usage

* To take responsibility for the smooth and efficient running and lettings of the academy’s facilities including:
	+ Setting up systems and processes for the efficient management of the letting
	+ Working with finance to manage the costing, fee and payment process
	+ Marketing of the facilities to generate interest
	+ Ensuring the health and safety of those using facilities is maintained
	+ Ensuring systems are in place for the cleaning and upkeep of the facilities.

## Catering

* To oversee the provision of meals for pupils and staff in the academy.

**Staff Management and teamwork**

* To manage all designated staff – to ensure they are motivated and have high levels of commitment and productivity and perform well in their roles
* To carry out regular performance reviews in line with the Ark Schools Appraisal policy.

Other

* To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
* To work in collaboration with the central team at Ark Schools, and counterparts in other Ark schools and with the Chair of the Local Governing Body or premises and staffing committee (where established)
* To carry out other reasonable tasks from time to time as directed by the Headteacher and Ark Central teams.

Person Specification: School Business Manager

Qualification Criteria

* Maths and English GCSE or equivalent at grade C or above
* Ideally educated to degree level or have equivalent professional experience
* A record of Continuing Professional Development activities
* CIPD qualification or some suitable level of HR qualification would be ideal but is not essential
* Evidence of well-developed ICT skills.

Knowledge and Experience

* Experience of people management
* Experience and/or knowledge of schools or education administration is desirable
* Experience of using HR systems/databases
* Experience of finance administration and basic financial processes
* Experience of setting up and using basic HR systems and processes
* Experience of working with a range of internal and external partners.
* Knowledge and experience of managing procurement, contracts for services, health and safety etc.
* Some knowledge of employment law and best practice is desirable.

Specific Skills

* Strong organisational and planning skills
* Excellent written and oral communication skills
* Ability to interpret complex legislation regulations etc
* Political nous
* Highly developed interpersonal and motivational skills.

Personal Characteristics

* Proactive and innovative approach to work
* Willingness to ‘do what it takes’ and commitment to Ark’s mission
* Extremely conscientious and diligent/detail orientated approach to work
* Ability to prioritise and manage conflicting demands

Other

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.