

JOB DESCRIPTION

Business Manager Northern Hub

Responsible to: Chief Operating Officer (COO)

Salary Grade: TBC

Working Pattern:

This is full time, full year post, working across schools in the Northern Hub.

The post will be mainly based at James Rennie School. Travel will be required to other sites to meet the needs of the business.

Required to work such hours as necessary to meet the demands of the role with a minimum of 37 hours per week.

Annual leave will be expected to be taken during the school holidays in negotiation with the Headteacher

Direct line management: Operational staff as agreed with Head teachers of the Northern Hub.

For directly managed staff the post holder will be responsible for

- Performance management
- Delegation of responsibilities
- Sickness absence
- Team development
- Line management issues

Job purpose

Business Manager Northern Hub

1. Is the Northern Hubs lead operational professional and works as part of the Senior Team to assist the Head Teachers in their duty to ensure that the school meets its educational aims.
2. Is responsible for providing professional leadership and management of operational staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. Promotes the highest standards of business ethos within the administrative function of the Northern Hub and strategically ensures the most effective use of resources in support of the Hubs learning objectives.
4. Is responsible for the Financial Resource Management/Office and Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management within the Northern Hub.

5. Support the Head Teachers strategic development of operational policy and practice.

General Duties

Leadership & Strategy

1. Attend Senior Leadership Team, Local Advisory Body and appropriate sub-committee meetings
2. Support and inform strategic decision making within the Hubs Senior Leadership Team.
3. Ensure that the Hub makes best possible use of resources through effective strategic planning, including consideration of all financial implications.
4. Plan and manage changes in accordance with individual school development plans.
5. Lead and manage the areas of Finance, Human Resource Management and Estate Management.
6. Develop and monitor contracts, tenders and agreements ensuring best value.
7. Understand the effects and implications of government policies legislation and directives and develop effective strategies for current initiatives and long term trends.

Financial Resource Management

1. Formulate in liaison with Headteachers and the DFO strategic financial plans for the Northern Hub. Identifying trends and requirements of the development plans and forecast future year budgets
2. Evaluate information and consult with the Senior Team, Director of Finance and Operations and where appropriate the respective Local Advisory Board to prepare a realistic and balanced budget for school activity
3. Submit the proposed budget to the DFO negotiate and agree the final budget
4. Actively monitor and control performance to achieve value for money
5. Identify and inform the DFO and the relevant Head teacher of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant stakeholders
8. Manage the school's accounting function, ensuring efficient operation according to agreed procedures
9. Ensure financial returns for the Academy and other relevant agencies are prepared in line with within statutory deadlines.
10. Ensure all financial processes are in compliance with auditing requirements
11. Identify additional finance required to fund the school's proposed activities
12. Maximise income through lettings and other activities
13. Implement and monitor the effectiveness of formal finance agreements
14. Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
15. Be responsible for the operational management of support facilities across the Northern Hub.

Human Resource Management

1. Ensuring best practice on staffing and compliance with employment legislation.
2. Advise Headteachers and the Local Advisory Board as required on staffing issues.
3. Manage and co-ordinate recruitment of new staff.
4. Be responsible for the maintenance of confidential staff records including the Single Central Register across the Northern Hub.
5. Ensure all employment checks are carried out in accordance with the Safer Recruitment safeguarding guidelines
6. Arrange for staff contracts for new staff and changes
7. Ensure all contract and pay data is uploaded to HR and Payroll Provider in line with time schedules and ensure process are in place to deal with all pay queries.
8. Arrange for the induction of new staff, volunteers and ensure that appropriate records are maintained.
9. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and advise Head teachers accordingly.
10. Monitor the way policies and procedures are actioned and provide support where necessary
11. Seek and make use of specialist expertise in relation to HR issues
12. Evaluate the school's strategic operational objectives and obtain information for workforce planning
13. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

Administration Management

1. Manage the Northern Hub administrative function and lead all operational staff.
2. Design and maintain administrative systems that deliver outcomes based on the Northern Hubs aims and Best Value principles
3. To monitor the maintenance of pupil records and ensure that returns to the DFE, LA and Trust are prepared in line with statutory deadlines.
4. To ensure that records are kept in accordance with the Data Protection Act and the Retention of information guidelines including GDPR.
5. To ensure the necessary licenses and permissions are obtained in line with deadlines
6. Review and establish effective methods to improve administrative systems
7. To deal with all other matters of an administrative nature that may arise.

Management Information and Communication Systems

1. Communicate and develop strategy and relevant policies, including Data Protection, for use of technology across the Northern Hub
2. Ensure that the Northern Hub has systems in place to ensure safeguarding and cyber security
3. Work with Headteachers and DFO to consider approaches for existing use and future plans to introduce or discard technology in the school
4. Establish systems to monitor and report faults

5. Manage the Hubs administrative and financial computer network systems with the support of the IT support provider.
6. Consult with relevant people to introduce new technology or improve existing technology for different purposes, for example management information systems.
7. Ensure contingency plans are in place in the case of technology failure

Facility & Property Management

1. Responsible for drawing up the one year and three year Premises and Resources Management Development Plan for submission to the Trust
2. To lead on ensuring the Asset register is maintained across the Hub
3. Ensure a safe and secure environment for pupils, staff and visitors to promote learning processes.
4. Manage the maintenance of the Northern Hub site and buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
5. Ensure the continuing availability of utilities, site services and equipment in line with best value principles
6. Oversee the provision of essential utilities across the Hub ensuring best value
7. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations and appropriate HSE legislation
8. Manage the purchase, repair and maintenance of all furniture and fittings
9. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively and are regularly reviewed for best value
10. Manage the letting of Northern Hub premises to external organisations.
11. Advise on appropriate insurance arrangements and manage such schemes accordingly
12. Manage the traffic flow, transport and parking arrangements across the Hub
13. Manage the upkeep of the playgrounds and play equipment across the Hub
14. Manage the grounds maintenance programme and tree survey across the Hub
15. Ensure the Energy certificate is renewed annually and displayed across the Hub
16. Develop and maintain in conjunction with Head teachers a disaster and recovery plan for the Northern Hub.

Health & Safety

1. Understand and implement systems to ensure health and safety regulations are in place.
2. Monitor H&S arrangements and compliance across the Hub through the H&S management plan.
3. Report on compliance to Head teachers and the DFO
4. Be a member of school's Health & Safety Committee
5. Maintain Fire Risk Register including planning, instigating and maintaining records of fire practices and alarm tests.
6. Ensure the maximum level of security consistent with the ethos of the school

Safeguarding

As appropriate, to the postholder's duties must be carried out in compliance with the following:

1. Council's Equal Opportunities Policy and Strategy, Information Security Policies,

2. Financial Regulations and Standing Orders,
3. Health and Safety at Work Act (1974) (and subsequent health and safety legislation).
4. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

Eden Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, an enhanced DBS check including the barred list will be required for the successful candidate and other procedures and checks will be followed as laid out in our Safeguarding Policy.

Person Specification – Business Manager Northern Hub

	ESSENTIAL	DESIRABLE
Qualification/Training/Competences	Relevant professional qualification in Business, or Finance or able to demonstrate equivalent ability Ability to travel to other sites as required	Certificate/Diploma in School Business Management or a commitment to undertake the qualification
Relevant Experience	Experience of effective leadership and the management and support of staff Financial or accounting experience in dealing with budget preparation, control and strategic planning. Experience of presenting financial experience to non-financial staff Experience of developing and implementing effective administrative systems and procedures Experience of HR management processes and procedures	Experience working in a school-based/education environment Experience of leading HR management processes and procedures Experience of property maintenance, managing contracts and contractors
Knowledge	Sound knowledge of policy and practice regarding financial management, Health and Safety and Human resources Effective use of ICT packages including information management Knowledge of what constitutes Best Value and be able to translate this in all aspects of job role	Good knowledge of School Financial Systems and procedures in schools Knowledge of building maintenance Knowledge of HR legislation and procedures
Skills	Ability to work under pressure Ability to work flexibly and responsively adapt to changing priorities and unplanned situations	Emotional resilience in working in settings with pupils that have behaviours that may challenge and may have complex medical issues

	Motivated to work with children and young adults with learning difficulties Ability to relate well to children and Adults Excellent interpersonal skills with an ability to maintain strict confidentiality Ability and willingness to challenge, support and develop staff Ability to communicate clearly and authoritatively to a wide range of people Excellent organisational, planning and prioritisation skills Excellent numeracy skills with the ability to collect analyse and interpret data. Ability to interpret and communicate financial data Ability to manage and motivate a team effectively Ability to self-evaluate learning needs and actively seek learning opportunities	
Special Circumstances	A commitment to ensuring the health, safety and wellbeing of all children. This post will be subject to pre-employment checks including a successful DBS clearance Occasional attendance at meetings outside normal hours	Understanding the principles of Keeping Children Safe in Education 2023

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