

City of London Academies Trust

Job Description



Post: School Business Manager

Accountable to: Headteacher

Grade/Range: P03 SCP 33-36

Salary Range: £39,462 - £42,609 FTE

Working Pattern: 21 hours per week, term time plus two weeks. Flexible working pattern considered

Location: City of London Primary Academy Islington

Disclosure level: Enhanced

Responsible for: Finance, Premises, Personnel and Health and Safety functions at City of London Primary Academy Islington (COLPAI)

Main Purpose

- Leads the efficient and secure administration, management and monitoring of the academy's financial and administrative functions on a day-to-day basis, reporting to the Headteacher and in liaison with the central Trust team.
- Promotes the highest standards of business ethos within the business support function of the academy and supports the academy's leadership team in ensuring the most effective use of resources in support of learning objectives.
- Is responsible for the Finance, Premises & Facilities Management, Personnel, Catering and Health and Safety functions at COLPAI.

Key Accountabilities

Financial Resource Management, Accounting and Reporting

1. Maintain an effective system of internal control (in accordance with the Trust Finance Policy and the Academy Trust Handbook), including monitoring and evaluating the effectiveness and efficiency of all financial systems, policies and procedures and minimising opportunities for fraud and misappropriation of academy monies and resources.
2. Liaise with the Trust Chief Financial Officer (CFO) and the Headteacher to prepare a realistic and balanced budget each year, submit the proposed budget to the Local Governing Body for approval, and assist in the overall 3-5-year strategic financial planning process.
3. Prepare timely monthly management accounts in accordance with the Trust Finance Policy and the requirements of the Local Governing Body meetings.
 - a. Monitor income and expenditure in relation to the agreed budget to actively monitor and control performance and to achieve value for money
 - b. Identify and inform the Headteacher and Governors of the causes of significant variance and suggest prompt corrective action
 - c. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
 - d. Provide ongoing budgetary information and reports to relevant colleagues in the academy
4. Plan and monitor the cashflow of the academy, implement debt management policies and procedures and prepare monthly cashflow reports.
5. Identify additional finance required to fund the academy's proposed activities and maximise income through lettings and other activities
6. Monitor local authority income and other grant income to ensure all available funding is being claimed.
7. Lead all procurement and tendering processes for the academy, in liaison with the central Trust team, and have overall oversight of all contracts in line with the Trust Finance and Procurement policies, the Trust Scheme of Delegation and the Academy Trust Handbook.

8. Monitor the effectiveness and implementation of agreements including Local Authority Service Level Agreements
9. Ensure that school journeys, educational visits and activities are being run in accordance with the Trust and academy finance policies and procedures.
10. Assist the Trust CFO and the central Trust finance team with internal and external audit and year-end processes
11. Advise academy leaders, Governors and the Trust CFO if fraudulent activities are suspected or uncovered.

Personnel and Payroll

1. Lead and line manage the academy's Office Manager
2. Liaise with the academy's Office Manager to ensure that the academy's HR and payroll functions and processes are in accordance with the Trust HR and finance policies and procedures.
3. Liaise with the central Trust HR team to advise the Head Teacher on personnel issues.
4. Act as lead contact with the external payroll providers to manage and maintain an effective payroll system for all academy staff and ensure compliance with all relevant legislation, including the management of pension schemes and associated services.
5. Liaise with the academy's Office Manager to ensure all payroll reporting and pensions compliance requirements are met.
6. Liaise with the Headteacher to manage staffing budgets and forecasts

Premises and Facilities Management

1. Manage the Facilities Management contract and liaise with all Facilities Management contractors across the site to ensure:
 - a. Delivery of a professional, efficient and cost-effective Facilities Management service to the academy that is safe, compliant and fully functional throughout the year, in accordance with Premises Management Policies and Procedures and all relevant legislation
 - b. The safe maintenance and secure operation of all academy premises to ensure the safety and comfort of staff, students and visitors and to provide a secure environment in which teaching and learning can be provided
 - c. Quality and performance of the facilities management provider is monitored in accordance with their contractual obligations.
 - d. Building works and refurbishments and planned and executed, and asset management and forward maintenance plans are developed and updated.
 - e. Premises costs are properly managed and reported including the purchase and repair of all furniture and fittings
 - f. The continuing availability of utilities, site services and equipment
2. Implement the approved insurance, and handle any claims that arise.
3. Manage the letting of academy premises to external organisations, for the development of the extended services and local community requirements.

Catering

4. Manage the Catering contract and liaise with the contractors to ensure:
 - a. Delivery of a professional, efficient and cost-effective Catering service to the academy
 - b. Quality and performance of the catering provider is monitored in accordance with their contractual obligations.

Health & Safety

1. Act as the academy's Health & Safety Co-ordinator:
 - a. Lead on the implementation of the academy's Health and Safety Policy at all times, ensuring compliance with all appropriate legislation, to cover staff as well as contractors and suppliers. Ensure the policy is clearly communicated and available to all people
 - b. Ensure systems are in place to enable the identification of hazards and risk assessments and training is provided for staff on preparation of Risk Assessments.
 - c. Enable regular consultation with people on health and safety issues
 - d. Ensure regular health and safety audits are undertaken and any findings are addressed
 - e. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors, Trustees and where appropriate the Health & Safety Executive

- f. Ensure Fire Risk Assessments are undertaken, and any findings are addressed
 - g. Plan, instigate and maintain records of fire practices and alarm tests.
2. Liaise with the CFO and central Trust team to:
 - a. Review and update the academy's Health and Safety Policy
 - b. prepare termly health and safety reports for the Local Governing Body
 - c. Review and update the Emergency/Business continuity and Disaster Recovery plans

Management Information Systems & IT

1. Oversee the development of all management information systems in the school.
2. Ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time.
3. Work with the Trust and academy's IT support team to manage the IT strategy and budget and procure new technology as required

Other

- Oversee implementation of the Trust's Data Protection Policy in the academy. Liaise with the Trust's Data Protection Officer to lead on training, local procedures and a culture of strong data management across the academy.
- Provide occasional cover in the main office or on reception during busy periods, staff training and staff absence
- Attend Local Governing Body and Subcommittee meetings, as required, for agenda items within the scope of the School Business Manager role.
- Undertake such other duties as reasonable correspond to the general character of the post and commensurate with roles of this level within the academy.

Statutory

- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives and, always, carry out duties with due regard to the academy's Health and Safety Policy
- To adhere to the academy's Equality Policy in all activities, and actively promote equality of opportunity
- To adhere to the Trust's Data Protection Policy and the academy's local data protection procedures.

Review of Job Description

This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot necessarily justify a regrading of the post.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

City of London Academies Trust

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications		
School Business Manager qualification (e.g. DSBM, CSBM, ADSBM or MSc School Business Management) or accountancy qualification	√	
Degree or equivalent related professional qualification.		√
Experience, Skills and Knowledge		
Experience in financial management and reporting including budget and management accounts preparation	√	
Strong understanding of effective accounting systems and controls	√	
Able to deliver value for money initiatives.	√	
Manage a range of individuals.	√	
Able to influence decision making within the school.	√	
Managing procurement.		√
Managing change projects., including build project and lettings		√
Managing facilities and premises, including lettings		√
Managing H & S.		√
Able to use a range of ICT packages	√	
Experience in a similar role in an educational setting		√
Personal Qualities		
Highly developed interpersonal skills including influencing skills and the ability to work as member of a team and develop and maintain good relations with colleagues, parents and all members of the school community.	√	
Willingness to constructively challenge the work of self and others to continually improve performance.	√	
Ability to prioritise tasks and workload effectively	√	
Ability to work under pressure and meet deadlines.	√	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	√	
Willingness to undergo appropriate checks, including enhanced DBS Checks	√	
Motivation to work with children and young people	√	

Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
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