



## **Job Description**

<b>POST:</b>	<b>Cluster Business Manager Lead (Harlow)</b>
<b>RESPONSIBLE TO:</b>	Head teachers, Group Finance Manager, CFO
<b>RESPONSIBLE FOR:</b>	Matrix management of finance and admin staff in Academies
<b>SALARY:</b>	Circa £45K (negotiable for right candidate)
<b>LOCATION:</b>	Academy / central office as appropriate
<b>WORKING PATTERN:</b>	Full-time. Flexible work, pattern to meet the demands of the role
<b>DISCLOSURE LEVEL:</b>	Enhanced DBS

## **Job Purpose**

*All references to Academy include a responsibility to each Academy which the post holder is assigned to support*

Core purpose of the role

- To play a central role in the leadership of business functions and operations of the Academy
- To advise Academy leadership on budget, value for money and forecasts, ensuring all finance procedures are carried out in accordance with Trust policy and guidance
- To be responsible for the Academy site and buildings, including the maintenance, development and efficient use of those buildings
- To liaise with the central HR and Finance Teams for all human resources and financial accounting requirements of the Academy
- To function as line manager for office, estates and catering staff based at the Academy
- To liaise with Trust Central Services on all regulatory and policy matters in relation to finance, human resources, facilities, health and safety and catering.

Principal Duties

- The Business Manager will advise the Academy management and stakeholders on all matters relating to legal, finance, human resources, premises, health and safety, administration and ICT obtaining specialist advice as appropriate from Trust Central Services.

General Responsibilities

- Support the overall ethos of the Trust and the Academy
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager
- Contribute to the overall aims and improvement plan of the Academy
- To ensure that legal and safety requirements with regard to people, property and functions of the Academy are maintained

Financial

- To ensure the Academy adheres to Trust finance policies and develop systems/procedures to enable this
- To liaise with the Trust Central Accounting function to ensure all Academy transactions adhere to Trust policy, timetables and guidelines
- To report monthly Academy forecasts to the Trust and Head of School
- Attend meetings of the Local Academy Board
- In conjunction with the Central Finance Team ensure all funding due is received
- Co-operate with the Trust credit control function to ensure all invoices raised are collected
- To co-operate with requests from Central Finance Team in managing audit procedures as necessary
- To prepare/or liaise with the Central Finance Team, to submit bids and appraisals for funding initiatives, capital expenditure and projects for long term initiatives for the Academy

- Managing the tendering for all local Academy service contracts including the preparation of tender documents; procuring specialist procurement advice and or work to prepare tender documents where expenditure exceeds financial limits
- In circumstances where contracts are obtained on a central Trust-wide basis, liaising with the relevant central team to ensure best value is maintained on the contract
- Monitor and control capital expenditure on buildings and grounds, placing of contracts and/or liaising with central teams where these have been procured to manage projects on behalf of the Academy
- Monitor the standard and cost effectiveness of external contractor within the agreed performance indicators
- Report to the Trust in accordance with the Trust reporting cycle.

#### Human Resources

- In conjunction with the Central HR Team, manage staff attendance and leave
- In conjunction with the Trust Central teams ensure best practice for training and continuous professional development
- Report to the Trust in accordance with the Trust reporting cycle

#### Premises

- To ensure the Academy buildings and premises are maintained to appropriately high standards that comply with all relevant legislation seeking advice from the Trust facilities team as required
- To ensure the appropriate placing of all service contracts and to monitor the work of onsite contractors/ liaise with Trust central facilities team in the event of contractors who are part of Trust wide contracts
- In conjunction with the Trust Facilities Team develop the Academy's emergency procedures
- To advise the Academy Leadership on Health & Safety matters, seeking advice from the Central Facilities Team as appropriate
- To ensure that the terms and conditions of the Trust insurance policy are adhered to
- To be responsible for letting of the Academy premises to outside organisations
- Purchase, repair and maintenance of all furniture, equipment and fittings either via individual Academy contracts or by joining Trust-wide procurement tenders
- Report to the Trust in accordance with the Trust reporting cycle

#### Health & Safety

- In conjunction with the Trust Operations Director, ensure the introduction of all Risk Assessment procedures
- Advise all staff on health and safety matters as appropriate
- Report to the Trust in accordance with the Trust reporting cycle

#### Administration and ICT

- Liaise with the Central ICT Team to ensure the effective provision of ICT resources at the Academy including hardware / software
- Manage the efficient and effective running of the general office
- Co-operate with the Central ICT Team to ensure inventories of equipment are maintained
- Ensure the Academy census returns are completed and returned in a timely manner and

copies are forwarded to the Trust on a timely basis

- Liaise with the Trust central teams in compiling all other financial, workforce, data protection or other returns.

#### Line Management Responsibilities

- Manage the staffing operation of the General Office, Estates provision and Catering provision
- Motivate staff and encourage teamwork and good practice in order to achieve excellent standards of service delivery
- Manage staff attendance and leave to ensure a continuous service throughout the year
- Oversee support staff career development including the appraisal scheme and reviewing training requirements including essential training
- Monitor the effectiveness of the support staff establishment to meet the needs of the Academy

#### Other

- The above responsibilities are to the general duties and responsibilities contained within 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.