



Dereham Church of England Junior Academy Business Manager Job Description

Name: Post: Business Manager Date agreed: January 2021	Line Manager: Headteacher Review date: Line Managing: Office Staff (x3), Caretaker, MSAs, Cleaners (Caretaker directly manages)
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General Duties:

- To manage the running of the school office and systems
- To be a member of the Leadership Team of the school and contribute significantly to the continuous improvement of the Academy and its services.
- To be accountable for all support services in conjunction with DNEAT's policies and procedures, which may include, but not be restricted to:
 - Finance
 - Premises
 - Personnel
 - Health and Safety
 - Safeguarding (Currently just Safer Recruitment)
 - Communication
 - Admissions and Leavers
 - Complaints.
- Ensuring that all services, structures and systems within the Academy meet current legislation and DNEAT/Academy policies
- Provide support to the Headteacher and SLT in developing new initiatives, managing change and maintaining an oversight of the services provided to the Academy and strategies to increase its effectiveness.
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the academy, as required by the Headteacher.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Finance Responsibilities:

As Business Manager with a Finance responsibility it is expected that you will:

- Manage day to day finance (including delegation to others where needed) including correspondence, orders, queries, invoices and staff expenses and monitor against budget to ensure spending within agreed limits set.
- Be the named contact and lead for external and Trust Audits linked to Finance.
- Develop, compile and monitor budgets and forecast so the DNEAT Headteacher, Governors/Transition Board are given timely and accurate advice on all financial and business-related matters.
- Provide strategic leadership in financial managements to ensure the long-term sustainability of the academy.
- Ensure financial systems within the academy meet requirements, follow sound practice, have clear account ability and are closely monitored.
- Monitor and reconcile all credit card transactions.
- Further develop depreciation and monitoring of the asset management programme to enable a funded cycle for replacement for major physical assets.
- Ensure all financial arrangements are in keeping with the academy's status and DNEAT requirements.
- Ensure any debts to the academy (including academy meals) are kept to an absolute minimum and rigorously addressed.



- Ensure the academy's online payment system is maintained.
- Oversee payroll, checking payments and overtime, liaising with EPM where there are discrepancies
- Closely monitor payroll costs against the budget using the budget planning software.
- Review funding provided by the DfE and other sources to ensure that the academy receives all funding to which it is entitled to alongside DNEAT.
- Proactively source external funding (including bid writing) for agreed school/educational projects.
- Undertake tenders of contracts and manage existing contracts to ensure value for money and good quality service alongside DNEAT.
- Ensure all contracted services, when in operation, provide a high quality service and value for money.
- Monitor all financial transactions and undertake reconciliations as required by DNEAT.
- Review the monthly management accounts, explaining any over/under spend to Governors and SLT.

HR Responsibilities (in conjunction with EPM):

- Ensure the academy's support staff (administration, premises (caretaker/cleaners), MSAs, finance) are effective and offer good value for money.
- Be responsible for ensuring HR/Personnel policies are in place as required by DNEAT, are regularly reviewed and updated and that advice is available to managers.
- Ensure that good personnel practice is followed throughout the academy and that the policies adopted by the Governing Body are Trust models and implemented as appropriate.
- Ensure that all newly appointed staff receive a contract of employment and job description within the statutory period and an oversight is maintained of all employment contracts and job descriptions.
- Manage the induction process for all new staff, ensuring the process is completed by all relevant staff in a timely manner.
- Ensure that the academy's staffing establishment is monitored, can respond to new requirements and that changes are made only after consultation with and agreement of the Governing Body.
- Ensure that the Pay and Conditions for all staff meet statutory requirements and is in line with the Trust's Pay Policy.
- Ensure compliance with all legislative requirements relating to human resources.
- Be responsible for ensuring personnel issues, including Occupational Health linked to attendance are addressed in conjunction with HR/Headteacher.
- Follow up any payroll or pension queries from staff.
- Assist with the management of staff performance for the staff you line manage through the setting of objectives and targets.

Premises and Health and Safety Responsibilities (working with Premises staff and where appropriate DNEAT):

- Develop strategies for the effective and efficient management and use of the academy's facilities and assets, including the buildings and equipment.
- Maintain the fixed assets register including paperwork (Contracts, H&S requirements, Risk Assessments etc).
- Ensure the academy's Building Improvement Plan (BIP) is kept up to date and implemented and work alongside Governors/SLT to form the initial plan.
- Ensure that maintenance and building contracts are tendered to comply with the academy's value for money policy and are within the DNEAT financial limits adopted by the Governing Body.
- Be accountable for all premises issues relating to the site including resources, security, staff and Health and Safety, ensuring that inventories are maintained and actions followed up on in a timely manner.
- Ensure the completion of an annual maintenance plan with projections for a rolling five-year programme.
- Oversee the academy lettings process, including the invoicing and receipt of revenue.
- Be accountable for the maintenance of the academy buildings and grounds, ensuring the safety of pupils and optimising cost efficiency.
- Ensure that effective and high-quality domestic services are provided to the academy.



- Organise First Aid training for staff, ensuring we have enough staff with up to date and relevant training.
- Ensure staff undertake relevant Health and Safety training in conjunction with the Deputy Head Teacher.

Administrative Responsibilities:

- Ensure the academy's administrative systems and structures provide an excellent service to all staff and stakeholders.
- Ensure the academy's administration team is effective and offers good value for money, supporting all staff in the academy.
- Ensure all pupil, staff and Health and Safety records and data held by the academy is accurate, up to date and appropriate and in line with current data protection legislation, including: academy roll, children eligible for free academy meals and/or Pupil Premium funding.
- Ensure front of house staff consistently follow academy structures and best practice procedures and provide a professional service.
- Ensure communication from the administrative staff with all stakeholders is of a high standard.
- Ensure all census data is submitted accurately within a timely manner.
- Ensure computer systems are backed up daily and are in safe storage whilst on school premises.
- Implement, supervise and communicate all software and system change requirements.
- Ensure excellent administrative and PA support is provided for the Headteacher and where relevant the Chair of Governors and Deputy Headteacher.

Safeguarding Responsibilities:

- To ensure that the Headteacher is made aware and kept fully informed of any concerns the Academy Business Manager may have in relation to safeguarding and/or child protection.
- To ensure that all statutory and best practice requirements for Safer Recruitment are consistently followed.
- Ensure the academy's single central record (and any subsequent legal expectations/risk assessments) meets all statutory requirements and follows best practice, is accurate and up to date at all times.
- Ensure all risk assessments relating to premises are completed to a high standard and reviewed regularly.
- Ensure fire drills are completed, recorded and acted upon.
- Ensure all risk assessments relating to the day to day running of the academy are completed a high standard and reviewed regularly.
- Contribute to development of academy policies relating to safeguarding and safer recruitment.

Legal Responsibilities:

- Ensure the academy complies with all relevant legislation including Health and Safety.
- Ensure that the academy has appropriate insurance for all activities.
- Ensure Trust Policies are shared with relevant staff for updating and taking to the LGB for approval.

Communication Responsibilities:

- Ensure the academy website is accurate, appropriate and up to date and that it fulfils all legal requirements.
- Ensure IT and telephone systems support the efficient running of the academy.
- Manage the academy's IT network (with technical support provided by an external supplier) and manage general IT queries and issues.
- Ensure that email accounts, user images and firewall settings are all up-to-date.
- Manage and update as required the academy's telephone system.



Admissions/Leavers Responsibilities:

- Ensure the admissions policy is followed and updated.
- Advise and report to the Governing Body on all issues relating to admissions.
- To ensure all admission issues are addressed appropriately and in line with legal requirements.
- Manage, monitor and report on all admission processes, including: transfer from Infant to Junior, pupils transferring in and out of the academy other than at the usual times and transfer to secondary academies.

Complaints Responsibilities:

- To review and update as necessary, following approval by the Headteacher and Governing Body, the academy's Complaints Policy, ensuring it meets all legal requirements.

This role description will be reviewed in October 2021 and annually thereafter.

Signature of Business Manager:

Signature of Line Manager: