



Our Lady of Walsingham Catholic Multi Academy Trust

Business Manager (Joint-role for St Alban's and St Benedict's)

Hours:	37 hours per week full time.
Salary Scale:	.P06 point 41 to P08 point 47 (£45,648 - £51,779) (also subject to pay award)
Location:	St Alban's Catholic High School and St. Benedict's Catholic School
Reporting to:	Headteachers
Reportees:	School administrative staff
Liases with:	All school staff, stakeholders, external agencies and the wider education community.

Purpose of Role:

- To provide professional leadership and management of the school support functions, enhancing their performance and ensuring that their support of the teaching & learning in the schools is of high quality, conforms to legislation, are best practice and are cost-effective
- To ensure the professional and efficient delivery of support services across the schools
- To strategically manage resources ensuring they support the school/trust's key aims and objectives
- To standardise operations and functions across the schools seeking synergies where possible
- To drive support staff communication so that there is a seamless relationship between teaching staff and support staff, which in turn will enhance the effectiveness of the school

Duties:

General

- To support the Catholic ethos of the Trust
- Substantial contribution to the schools as part of SLT
- Lead and manage on matters relating to human resources, health and safety and premises
- Develop links to promote the school
- To take delegated responsibility and make decisions relating to all support functions following appropriate discussions with the Headteacher
- To oversee professional development and performance management processes for support staff

- To ensure appropriate induction/training of new support staff.

HR and payroll

- Oversee the school's personnel system and all HR matters (including starters(pre-employment checks)/leavers, changes, sickness absence reporting)
- Oversee the payroll system including monthly processing, ensuring accuracy and completeness of payroll month by month
- Oversee pension queries and terms and conditions to ensure correct implementation
- Responsible for writing medical referrals to Occupational Health
- Responsible for the implementation and monitoring of performance management procedures for support staff
- Line management responsibility for the Catering Team Leader, promoting a positive and responsive approach to conflicting work demands and changing priorities
- Responsibility for the school's Safeguarding documentation and procedures in relation to employment processes
- To oversee administrative safeguarding practices, in particular DBS checks and maintenance of the Single Central Record

Administration

- Manage the whole school administration function
- Establish and use effective administrative systems

Finance

- Assist the Headteacher, Trust CFO and FC in preparation of the school's budget planning and forecasting
- To complete necessary financial returns, bids and grant claims ensuring all streams of revenue are fully secured and accounted for (supported by the central finance team).
- To work with the central finance team to negotiate, manage and monitor tenders, contracts, licences and service level agreements to ensure effective and high-quality delivery of services to the School and value for money.
- To act as cost centre manager for specific budget areas

Catering

- To ensure the catering provision is of high quality and offers value for money including the quality of meals, hospitality and overall service.
- To ensure cashless catering system is run efficiently including support for parents and cost control

IT support

- To work with the Trust ICT lead to
 - ensure staff and students are efficiently supported on a timely basis.
 - ensure e-safety policies and procedures are in place and adhered to.
 - To ensure that the school website is compliant with current requirements.

Premises

- Member of the school's Incident and Emergency Team, including having responsibility for updating the Incident and Emergency Plan annually
- Act as H&S co-ordinator and review H&S policy
- To take part in regular health and safety risk assessments visits and reviews.
- Oversee Risk Assessment procedures
- To prepare and update the School emergency plan and risk analysis
- Report to the GB on H&S via the relevant committee
- Ensure appropriate H&S records are maintained
- To ensure that First Aid requirements are in place for staff and student safety including keeping an up-to-date register of First Aid treatments, accident logs and training of First Aiders
- To make arrangements for appropriate health and safety training to take
- Responsible for the management of buildings, facilities, security, fabric and furnishings of the school in liaison with the Headteacher and SLT
- Lead on compiling and implementing a premises development plan, including energy conservation
- Liaise with external contractors with regards to building maintenance works.
- Take the responsibility for the management of lettings

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • A relevant professional management qualification • Experience of work as a School Business Manager in a school or similar organisation
Knowledge and Experience	<ul style="list-style-type: none"> • Administrative experience including the management and operation of administration systems and procedures, including audits. • Experience of reporting systems used in school environments e.g. Experience of managing different teams • Use of ICT including Microsoft Office, also to analyse data • Experience of leadership of a team of staff ideally including those not directly supervised throughout the day • Commitment to personal/professional development • Working knowledge of facilities management • Experience of Project Management • Working knowledge of Health and Safety Legislation • An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations • Experience of working effectively with a wide range of external partners. • Successful experience in the submission of bids securing funding in the public sector • An understanding of school management issues and the role of the Governing Body • Knowledge and understanding of Child Protection and Safeguarding legislation • Performance Management appraisals for all support staff • Knowledge of managing personnel procedures, including managing Sickness Absence • Knowledge of relevant legal issues including governance of academies
Skills and abilities	<ul style="list-style-type: none"> • Experience in marketing and revenue generation • High level communication skills • Excellent time management skills • Ability to organise own work load and priorities on day to day basis using own initiative • An ability to consult and share decision making with the senior leadership team • Reporting to the Governing body or similar board of • Directors/Trustees • Experience of adapting to organisational change