



The Nar Valley Federation of Church Academies

Executive Headteacher: Mrs Anne Neary

Web: www.narvalleyfederation.co.uk

Job Description – Federation School Business Manager

Post title:	Federation School Business Manager
Salary scale:	Scale F point 12-17 (depending upon experience)
Contract Type:	37 hrs per week, term time plus 3 weeks
Contract term:	Permanent
Reporting to:	Headteacher
Location:	Across all 3 schools within the Nar Valley Federation of Church Academies.

Leadership and Management

- To be a member of the Senior Leadership Team (SLT) and contribute significantly to the continuous improvement of the Academy and its services.
- Be accountable for all support services in conjunction with DNEATs policies and procedures, which may include, but not be restricted to:
 - Finance
 - Premises
 - Personnel
 - Administration
 - Legal
 - Safeguarding
 - Health and Safety
 - Extended day provision
 - Communication
 - Admissions
 - Complaints
- Ensure that all services, structures and systems within the Academy meet current legislation and DNEAT and Academy policies.
- Ensure the academy's services, systems and structures work effectively and efficiently.
- Provide support, advice and guidance to the Headteacher and SLT in the development of policies and strategic plans, ensuring that the objectives and priorities are implemented and reviewed systematically.
- Provide support, advice and guidance to the Headteacher, Governors and SLT in developing new initiatives, managing change and maintaining an oversight of the services provided to the academy.
- Collate, analyse and present information to the Headteacher, Governors and SLT on performance against targets set out in the Academy Improvement Plan (SIP), offering solutions and options as to how performance can be improved.
- Take a leading role in the strategic planning of the academy and developing the necessary strategies to increase its effectiveness.
- Liaise with and report to DNEAT providing monthly finance reports, HR information, governance issues and capital/premises information.

Strategic direction

- Provide support and guidance on strategic projects, partnerships and developments including:
 - The academy

- The academy sites
- Strategic Risk Management
- Major fundraising initiatives
- DNEAT initiatives
- To attend and contribute to SLT meetings and take appropriate actions from these meetings.
- To ensure accurate minutes are taken, stored and acted upon where appropriate.
- To attend, report and contribute to all relevant local Governing Body meetings and DNEAT requirements

Finance

- Develop and compile budgets and forecasts so that the DNEAT Headteacher, Governors and SLT are given timely and accurate advice on all financial and business related matters.
- Provide strategic leadership in financial management to ensure the long-term sustainability of the academy.
- Ensure that financial systems within the academy meet requirements, follow sound practice, have clear accountability and are closely monitored.
- Further develop depreciation and monitoring of the asset management programme to enable a funded cycle of 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, ensuring that both monthly pay-runs are accurate and on time.
- Closely monitor payroll costs against budget using the budget planning software.
- Review all funding provided from the DfE and other sources to ensure that the academy receives all funding to which it is entitled alongside DNEAT
- Undertake tenders of contracts to ensure value for money alongside DNEAT
- Ensure all contracted services, when in operation, provide a high quality service and value for money.
- Liaise with the PTA over financial matters.
- Prepare budget reports and accounts returns as required by DNEAT
- Monitor all financial transactions and undertaking reconciliations as required by DNEAT

HR – in conjunction with the DNEAT HR & Payroll provider

- Ensure the academy's support staff (administration, premises, finance, IT) are effective and offer good value for money.
- Be responsible for ensuring Human Resources/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.
- 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 all personnel issues, including capability, absence and complaints are addressed.
- Assist with the management of staff performance.

Premises – working with premises staff and where applicable DNEAT

- Develop strategies for the effective and efficient management and use of the academy's facilities and assets, including the buildings and equipment.
- Ensure the academy's Building Improvement Plan (BIP) is kept up to date and implemented.
- 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, staff and Health and Safety, ensuring that inventories are maintained.
- 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.

Administrative

- 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 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, attendance and punctuality of pupils and staff, 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 excellent administrative and PA support is provided for the Headteacher, Chair of Governors and senior staff.

Legal

- Ensure the academy complies with all relevant legislation.
- Ensure the academy has prompt access to high quality legal advice, including to the Governing Body, when appropriate.
- Manage exclusion appeals made to the Governing Body.
- Ensure that the academy has appropriate insurance for all activities.
- Draft, review, update and appropriately distribute all statutory academy policies.

Safeguarding

- To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- 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.

Communication

- Develop and monitor the academy's Communication Policy, ensuring that good communications are maintained between the academy and its stakeholders.
- 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).
- 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

- 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: Nursery offers, allocation of Reception places, pupils transferring in and out of the academy other than at the usual times, transfer to secondary academy's

Complaints

- 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.
- In addition to the above roles and responsibilities, the postholder will be required to undertake other duties and responsibilities as is directed by the headteacher.

Review

The job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Federation in relation to the post holder's professional responsibilities and duties.