



**POUND HILL INFANT ACADEMY  
SCHOOL BUSINESS MANAGER  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Business Manager
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	Pound Hill Infant Academy
<b>RESPONSIBLE TO</b>	Head of School
<b>RESPONSIBLE FOR</b>	Non- teaching related support staff e.g. Administrative Assistant, Finance Assistant, Facilities Manager
<b>SALARY</b>	NJC Grade 9, Points 31 - 34
<b>MAIN PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>• Responsibility for day to day planning of the academy's business and support services, including finance.</li> <li>• Responsibility for local &amp; Teaching School finance, facilities and estates, and Health and Safety management.</li> </ul>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>Finance and Business</b>	
<b>1</b>	To administer and oversee the Academy's & Teaching School's financial operations in line with financial procedures, managing value for money in action and ensuring this culture is permeated through the academy.
<b>2</b>	To coordinate the academy's planning and budgeting process in line with Trust guidelines and timelines.
<b>3</b>	To ensure that those making decisions are provided with information that is fit for purpose, relevant and timely. To provide information and analysis to support option analyses and business cases and to promote the importance of financial information in effective decision making.
<b>4</b>	To assess risks to financial plans, implementing effective systems of internal monitoring and control that align with the Trust's financial regulations and operating procedures to secure probity.
<b>5</b>	To manage colleagues to maintain the integrity of financial systems and procedures.

<b>6</b>	To co-ordinate and collate information and data for financial and reporting purposes, statutory returns and to support academy and Trust strategy. To provide financial and performance monitoring data to support the academy and Trust in benchmarking against objectives.
<b>7</b>	To support appropriate governance and leadership challenge for the academy's spending.
<b>8</b>	To negotiate, manage and monitor contracts, tenders and agreements in place for the Academy, in liaison with the Trust, for the provision of support services, and to ensure that each arrangement offers and continues to offer value for money.
<b>9</b>	To oversee the Academy's Asset Register and liaise with Finance as appropriate.
<b>Human Resources</b>	
<b>10</b>	To contribute to identification of potential improvements in academy design including use of benchmarking and data provision to identify potential gaps.
<b>11</b>	To support the central HR team and principal in employee relations work as and when required, providing accurate and timely information to facilitate procedures. To ensure all policies and contractual documentation is kept up to date in line with the Trust.
<b>12</b>	To maintain employee files, using an awareness of security and confidentiality. To keep appropriate and accurate records of HR-related issues including grievance, absence management, underperformance and disciplinary practice.
<b>13</b>	To collate and provide relevant management information and data relating to recruitment and retention. To support managers with recruitment options and assist throughout the recruitment process, leading relevant areas where necessary.
<b>14</b>	To administer safer recruitment process including the maintenance of an up-to-date single central record (SCR). To support the academy in recording and delivering induction processes including safeguarding training.
<b>15</b>	To collate information relating to performance management and reward, job evaluation and CPD needs of staff. To support in the delivery of internal learning events, workshops and evaluation processes, providing learning advice for managers where possible.
<b>16</b>	To collate and prepare data for payroll, liaising with necessary staff to facilitate reconciliation.
<b>17</b>	To provide the principal and central HR team with necessary information or reports relating to employee data as and when required. To apply relevant policies and legislation, adhering to and potential requirements within.
<b>Estate</b>	
<b>18</b>	In conjunction with the Principal and the Trust Estate and Facilities Management team, lead the planning, costing, development and implementation on site of new capital, improvement and refurbishment projects as applicable whilst providing best value for money.

<b>19</b>	To ensure all premises and site decisions taken by the Principal, local governing body and Trust as appropriate are implemented on time and within budget with the Facilities Team.
<b>20</b>	To analyse the use of resources and facilities, making recommendations for efficiency improvements to optimise learning outcomes across the academy. To maximise the use of facilities in order to generate income and manage the lettings of the Academy's premises to external organisations.
<b>21</b>	To work collaboratively with the Trust Estates and Facilities Management Team in relation to estate management tasks and procedures. To manage procedures to report and respond to facilities-related issues.
<b>22</b>	To ensure the Trust Planned Preventative Maintenance programme is implemented and managed effectively by the site team, assisting with the assessment of future improvement and maintenance needs.
<b>23</b>	To support the Principal and Risk Management Group, in development and maintenance of the academy Risk Register. To provide and document effective Risk Management procedures in relation to all staff, pupils and third party service contractors.
<b>24</b>	To act as the academy's Health and Safety Responsible person as defined in the Trust Health and Safety Policy, delegating responsibilities to colleagues as appropriate.
<b>25</b>	To assist with any data, information and preparation for strategy to develop the best use of academy space.
<b>Organisation and Administration</b>	
<b>26</b>	To assist with planning, development, design, organisation and monitoring of support services and whole academy systems, policies and procedures in liaison with the Director of Operational Services.
<b>27</b>	To promote the effective use of technologies to support teaching and learning and business processes. To contribute to the development of the strategic plan for ICT support within the academy in support of the Trust ICT team and Principal.
<b>28</b>	To line manage the facilities, finance and office team members to deliver robust service to the academy and Trust. To monitor and manage the performance of these staff including: identifying competency or skills gaps; identifying relevant training and CPD opportunities for team members; addressing poor performance or other issues as necessary.
<b>29</b>	To manage, monitor and review data to ensure consistency and undertake benchmarking to maintain key performance indicators. To ensure pupil records are maintained, and that management information, school records and publications are produced within required timescales.
<b>30</b>	To support pupil recruitment to ensure academy sustainability. To contribute to the development of a marketing and communication plan in line with Trust guidelines. To coordinate and facilitate the delivery of a consistent brand across the academy.
<b>31</b>	To carry out all activities in line with the Trusts policies for Health and Safety,

	Safeguarding and Child Protection and Equal Opportunities
<b>32</b>	To participate in professional development activities and performance management activities as required, seeking feedback at relevant opportunities.
<b>33</b>	To undertake other reasonable duties as directed by the Principal

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role; the job description will be revised through consultation with the post holder.

#### **Additional Information**

- The post is fixed term for one year with the possibility of extending if further DfE funding is forthcoming
- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**