



Students First
OUTWOOD
GRANGE ACADEMIES TRUST

Job Description

Job Title: Business Manager

Reporting to: Principal

Grade: Band C (scp 40 - 43) £35,444 to £38,237

Overall purpose of the post:

The Business Manager will provide overall strategic leadership and management at an academy level of all aspects of administration, estate management, catering and operations support within the primary academies. The post holder will be the academies' leading support staff professional and provide leadership and management of the academies' support staff.

Be a fully active and participative member of the academy's Senior Leadership Team.

Main duties and responsibilities:

- To be a member of the Senior Leadership Team of the academy, contributing to the strategic planning and decision making to ensure that the academy makes the best use of the resources available.
- To be responsible for the management of the disciplines of administration, data, estate management, health and safety, catering, operations support, human resources and ICT at an academy level.
- Liaise and communicate regularly with the academy Finance Manager to ensure that budget setting accurately reflects the academy development plans and operational needs.
- Undertaking Performance Management for all staff that the post holder line manages and appropriately manage any underperformance.
- Dealing with and providing advice to senior academy leaders on day to day aspects of the full range of HR management issues including, disciplinary, capability, recruitment, attendance management and implementation of HR policies.
- Planning, organising and managing the recruitment process on behalf of the academy, ensuring compliance with Trust policies and procedures.
- Maintaining and managing the Single Central Record, in liaison with the HR Assistant.

- Monitoring the attendance of staff and ensuring that attendance management policies are implemented fairly and effectively across the academy's workforce.
- Develop, review and implement effective risk management strategies, including business continuity planning and risk assessments in order to mitigate the risks to the successful operation of the academy and to ensure a safe and secure environment.
- Through the site team, be responsible for the management of premises and grounds, including site safety, security and ensuring compliance with all health and safety standards.
- Liaise with the Trust's Estates Director to take the lead on behalf of the academy for any site and capital works that are approved by the Trust.
- To manage an effective administration service to pupils, staff and parents.
- Working with the Trust's Director of ICT to ensure systems function effectively in a way that supports learning and teaching.
- Working with the Trust's Data Director to ensure that all necessary data is produced in a timely and efficient manner to inform the priorities of the academy.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.
- Demonstrating an active commitment to their own professional development.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/academy work.
- To comply with the academy's Child Safeguarding procedures, including regular liaison with the academy's Designated Child Safeguarding person over any safeguarding issues or concerns.
- To comply with the academy's policies and procedures at all times.
- To act as Fire Warden and/or First Aider as directed by the Principal.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

The post holder will be accountable to:

The academy principal will manage this position on a day to day basis, however, there will also be strategic direction, support and development from the Trust's Senior Leadership team.

The post holder will be accountable for:

Line management of all academy support staff. In some cases this will be in conjunction with the appropriate member of SLT who has responsibility for a specific area of work.

Special Features:

The post holder may be required to travel to the Trust's other academy sites from time to time.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.

Safeguarding:

- The academy is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

This job description may be subject to change, following consultation between the post holder and the academy.