



## Job Description

<b>JOB TITLE:</b>	Head of Business Management
<b>REPORTS TO:</b>	Chief Operating Officer (COO)
<b>LINE MANAGES:</b>	School Business Managers (SBMs)
<b>WORKS CLOSELY WITH:</b>	Executive Team and wider Central Team Colleagues, potential suppliers, suppliers and procurement framework operators
<b>SALARY:</b>	Grade 11/12 (£46,355 - £54,299/ £53,143 - £63,639), depending on experience

## Overall Job Purpose:

The Head of Business Management is a key leadership role responsible for coordinating business operations across the Trust. Reporting to the COO, the postholder will lead on Trust-wide procurement and contract management, line manage School Business Managers, and contribute to strategic planning and lead on project delivery. This role ensures that operational services are consistent, efficient, and aligned with schools needs and the Trust's strategic goals.

## Main Duties and Responsibilities

### Strategic Contribution & Project Management

- Support the COO and Executive Team in shaping and delivering Trust-wide strategic initiatives.
- Lead and manage cross-functional projects, including school integration, system improvements, and operational change programmes.
- Provide business insight and operational planning support to inform strategic decision-making.

### Procurement & Contract Management

- Implement a Trust-wide procurement strategy that ensures compliance, value for money, and sustainability.
- Oversee all major procurement activity, including tendering, contract negotiation, and supplier performance management in areas not sitting within the specialism of another Head of Central Team (including but not limited to catering, uniform etc).
- Maintain a central contract register and ensure effective contract lifecycle management.
- Securing value for money and supporting other Heads within the Central Team to do so in areas of specialist procurement.

### Line Management of School Business Managers

- Provide direct line management, leadership, and professional development for SBMs across the Trust.

- Ensure consistency in operational delivery at school level, including finance administration, site services, and compliance.
- Facilitate collaboration and knowledge-sharing among SBMs to drive continuous improvement.

## **Operational Coordination**

- Act as the central point of coordination for business operations across the Trust.
- Develop and embed consistent systems, processes, and reporting mechanisms across schools.
- Support the operational onboarding of new schools joining the Trust.

## **Governance, Risk & Compliance**

- Ensure compliance with statutory and regulatory requirements (e.g., DfE, H&S, GDPR) working closely with the relevant Central Team specialist colleagues to support compliance delivery within schools and as part of Trust-wide projects and initiatives.
- Contribute to the development and implementation of Trust-wide policies and procedures through co-operation with relevant Central Team Colleagues in specialist areas.
- Support the promotion of risk management and lead on business continuity planning across operational areas.

## **Financial Management**

- Hold and manage all non-specialist Central Team budgets.
- Support SBMs to prepare compliant budgets on a consistent basis.
- Securing best value and supporting other Heads within the Central Team to do so in areas of specialist procurement.
- Manage all project/ implementation budgets (financial and resourcing) within remit.

## **Other**

- To maintain an awareness of how your own role contributes to the organisational objectives and vision.
- To always adhere to the staff code of conduct.
- To take reasonable care when carrying out work duties and other activities and comply with Health and Safety regulations to avoid injury to oneself or to others.
- To undertake other reasonable duties as directed by the COO and commensurate with the level of the post.
- All employees are responsible for the safeguarding and protection of students within their role and therefore must comply with policies and procedures relating to safeguarding, data protection and security and confidentiality.

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the Trust.

## Person Specification

Area	Essential	Desirable
<b>Education and Qualifications</b>	Degree level in a numerate discipline or equivalent (e.g. CCAB qualified)	Relevant other/ higher professional qualification(s) (e.g., PRINCE2, MBA, CIPS).
<b>Experience</b>	<p>Significant experience in business or operations management, ideally within education or the public sector.</p> <p>Proven experience in procurement and contract management, including use of public sector frameworks.</p> <p>Experience of successful project delivery in a multi-site setting.</p> <p>Experience of managing dispersed teams and developing professional practice.</p>	<p>Experience working within a multi-academy trust or similar educational setting.</p> <p>Familiarity with DfE operational guidance and compliance frameworks.</p>
<b>Skills and abilities</b>	<p>Strong project management skills with a track record of delivering cross-organisational initiatives.</p> <p>Excellent communication, leadership, and organisational skills.</p> <p>Strong organisational and time-management skills and the ability to delegate appropriately.</p> <p>The ability to work well under pressure and manage conflicting demands.</p>	
<b>Attitude and aptitude</b>	<p>A confident and forensic use of data to diagnose weaknesses that need addressing.</p> <p>An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.</p> <p>Confidence and self-motivation.</p>	