



# Job description:

## Trust Business Manager

Cygnus Academies Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** £39,355 to £44,900

**Contract type:** Full-time

**Reporting to:** Deputy CEO

**Responsible for:** School administration and site teams of your allocated schools.

### Main purpose

The trust business manager (TBM) is responsible for managing the strategy and operation of the business functions of our schools, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

They work across multiple schools within the trust.

### Duties and responsibilities

#### Leadership and strategy

Be responsible for line-managing Support Staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development

Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals

Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff

Take all decisions in line with the vision and values of the school, and encourage others to do the same

Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents

Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

## **Financial management and fundraising**

In partnership with the Chief Financial Officer (CFO) and headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds

Monitor the budget all year round, advising the headteacher where revisions or changes are needed

Work with the CFO and Head Teacher to forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions

Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan

Find and apply for grants

Support the executive team on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money

Manage the school's lettings offer



## **Human resources**

Support the executive team in managing the school's payroll provision with the payroll provider

Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and trust policies

Advise on HR issues within school and liaise with the external HR provider

Alongside the executive team and headteacher review the school's staffing structure to ensure effective deployment of staff and financial efficiency



## **Health and safety**

With the headteacher and premises team, supervise the maintenance of the school site

Alongside the premises team manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school

Organise health and safety training for staff

## **Compliance**

Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements

Track all school policies and ensure they are updated in accordance with the policy review schedule

Monitor and update the risk register

## Administration

Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

Provide administrative support for the headteacher and governing body

Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The Central school business manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or executive team.

## Person specification

| CRITERIA                           | QUALITIES   |
|------------------------------------|---|
| <b>Qualifications and training</b> | <p>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</p> <p>A school business management qualification</p>   |
| <b>Experience</b>                  | <p>Successful leadership and management experience as a school business manager in a school and/or Multi Academy Trust</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Working with children or young people</p> <p>HR/Premises/Budget/Compliance</p> |

|                             |   |
|-----------------------------|---|
| <b>Skills and knowledge</b> | <p>Knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous use of MIS</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>Understanding of data protection and confidentiality</p>  |
| <b>Personal qualities</b>   | <p>Commitment to promoting the ethos and values of the school and trust and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> |

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** July 2025

**Next review date:**

**Headteacher/line manager's signature:**

**Date:**

**Postholder's signature:**

**Date:**