

Woodland Academy Trust

Job Description



Post:	School Business Manager
Responsible to:	Head Teacher
Responsible for:	Strategy and Operations, including Finance, H&S, HR, Compliance and Administration
Grade:	Bexley 9, points 1 -4
Key relationships:	Head Teacher/ Head of School, All Staff
Location:	Bexley Hub
Working pattern:	36 hours / 43 weeks

The WAT Way:

Our pupils, staff and communities can expect all attitudes and behaviours to align and promote WAT CAIRS

Care	to provide a secure, caring community where each child is valued and learning can thrive.
Aspiration	to provide a broad, balanced and relevant curriculum to ensure that all pupils gain the skills and knowledge to help them grow in confidence and prepare for the future.
Inspiration	to create a series of stimulating learning environments where individuals can work and play together in a spirit of co-operation.
Respect	to build a culture within which all leaders and learners feel safe and enabled by each other.
Stewardship	to foster responsibility towards the environment and the community in which we live.

Job Purpose

- ✦ To support the Head Teacher in the strategic development and operational management of the business functions of the school including financial management, health and safety, human resources, compliance and administration.
- ✦ Advise on 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.
- ✦ Support the TBA/Head Teachers in:
 - Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
 - Demonstrating the vision and values of the school in everyday work and practice
 - Motivating and working with others to create a shared culture and positive climate

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 Head Teacher, 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

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

Financial Management and Fundraising

- ✦ In partnership with the Head Teacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- ✦ Submit the budget to the governing board
- ✦ Monitor the budget all year round, advising the Head Teacher where revisions or changes are needed
- ✦ Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Head Teacher to make strategic, long-term decisions
- ✦ Comply with financial reporting requirements and submit statutory returns
- ✦ Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- ✦ 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
- ✦ Lead 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
- ✦ Ensure the effective and efficient operation of the front office, delegating tasks where necessary

Human Resources

- ✦ Manage 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 Policy.
- ✦ Advise on HR issues within school and liaise with the Trust's HR department
- ✦ Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Health and Safety

- ✦ With the Head Teacher and premises team, supervise the maintenance of the school site
- ✦ 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

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- ✦ Organise health and safety training for staff

Compliance and Administration

- ✦ 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
- ✦ 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 Head Teacher 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

Strengthening Community

- ✦ Work with the Head Teacher to engage with the internal and external school community to secure equity and entitlement
- ✦ Work with the Head Teacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
- ✦ Work with the Head Teacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children

Person Specification

Our Purpose:

The schools in the Woodland Academy Trust exist to provide a rich and balanced educational environment which caters for the whole person- academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally.

This is not confined to a traditional class-based education; instead we provide a hub for children, parents, carers, staff and wider stakeholders to see each school as the heart of a healthy community. We raise aspirations and expectations for all, codified in our Trust mission statement.

The aims of our Trust are:

- ✦ to provide a secure, caring community where each child is valued and learning can thrive.
- ✦ to create a series of stimulating learning environments where individuals can work and play together in a spirit of co-operation.
- ✦ to provide a broad, balanced and relevant curriculum to ensure that all pupils gain the skills and knowledge to help them grow in confidence and prepare for the future.
- ✦ to encourage children to do their best at all times by setting challenging but realistic goals.
- ✦ to develop individual strengths alongside the celebration of the strengths of others.
- ✦ to promote spiritual, moral, social and cultural awareness and understanding.
- ✦ to develop a positive attitude towards personal health and physical fitness.
- ✦ to foster responsibility towards the environment and the community in which we live.

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Competency matrix:

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Professional qualification in school business management and/or relevant discipline GCSE A-C or equivalent A-Level or equivalent 	<ul style="list-style-type: none"> A degree in accountancy, business, finance or related discipline
Experience and abilities	
<ul style="list-style-type: none"> Experience of academy financial management, policy and practice Experience within an educational setting of successfully leading staff, developing administrative and financial systems and policies, including sound budget control and advice to senior managers Successful leadership and management experience in a school, or in a relevant field outside education Ability to create and develop innovative and effective financial management systems and processes Strong interpersonal, communication and team working skills – ability to inspire, motivate, enable and get the best from people Capacity to positively lead and skilfully manage change Flexible and able to respond to rapidly changing demands and environment Ability to make and justify difficult decisions Excellent literacy, numeracy, IT and problem solving skills Ability to use new and emerging technologies to support improvement and organisational effectiveness Ability to present training, ideas and strategies to a variety of audiences Involvement in school self-evaluation and improvement planning Line management experience Experience of change management Contributing to staff development 	<ul style="list-style-type: none"> Knowledge and understanding of current government educational policy and legislation related to academy financial management Knowledge of Company and charity law in respect of accounting and reporting requirements Ability to take an entrepreneurial perspective in contributing to the development of the Trust and maximising resources
Personal / Other Relevant Attributes	
Essential	Desirable
<ul style="list-style-type: none"> Considerable personal enthusiasm with a high level of integrity and professionalism Resilience – underpinned by good personal administrative and time management skills – the ability to work to deadlines and ensure completion 	

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| <ul style="list-style-type: none">○ Operate with a consistent and clear set of moral values that are compatible with the mission and values of the Trust○ Commitment to the highest standards of child protection○ Commitment to equal opportunities – and to upholding Trust policies | |
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