

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: School Business Manager

Grade: Grade I, SCP 22 - 24

Responsible to: Headteacher

Job Purpose

- To act as the link between the Trust's Central Services team and school leaders in one school.
- To provide operational support across non-teaching and learning areas of responsibility.
- To line manage other school based administration and support staff.
- To lead by example in creating a culture of professional excellence and achievement in all aspects of the NPCAT's Corporate Services team and to at all times demonstrate commitment to upholding and developing the Catholic ethos and aims of the Trust.

Finance, Procurement and Contract Management

- To implement and oversee the financial management strategy of the Trust by adhering to the Trust financial regulations.
- Responsible for the completion of month/year end to the management timetable.
- To maintain a school based contracts register and to identify and undertake procurement in line with the financial regulations, liaising with the Procurement manager where necessary. Support the Procurement manager with information on Trust led procurement.
- Maintain a strong working relationship with your Finance Partner, and support with budget monitoring.
- To work with the Exchequer team on resolving school queries.
- To manage the school's payroll in line with deadlines.

Estates and Health and Safety

- To work with your Regional Estates and Capital Manager, communicating with the school on compliance, and capital.
- To act as the main point of contact for external Health and Safety inspections of the school and to oversee with support from the Trust's Estates team. Where required the timely implementation of all agreed actions.

- To oversee and complete the relevant responsibilities on the Trust's compliance system.
- To ensure all risk assessments are in place and collate across the school.
- To comply with Health and Safety policies, statements and procedures report any accidents / incidents hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

Human Resources

- To maintain on a continuous basis the school's Single Central Record, to undertake safer recruitment training as required.
- To be responsible for the pre-employment checks in accordance with the Trust's Recruitment Policy and ensure that personal files within the school are kept up to date.
- To ensure the accurate completion and timely completion of all statutory school workforce returns.
- To be responsible for a small team of business support staff, ensuring the Trust HR policies are adhered to and implemented consistently.
- Maintain a strong working relationship with your school HR Advisor, and support processes where necessary.
- To carry out your duties with full regard to the Trust Equality Policy and objectives.

Governance and Risk Management

- To support the Trust Governance team in ensuring all information is provided to the Local Governing Body for meetings throughout the Trust portal.
- Ensure the school has an Emergency Business Continuity Plan and Risk register and keep them live documents and up to date.

Marketing and Communications

- To develop and maintain excellent working relationships with all key internal and external stakeholders including but not limited to staff, parents, governors, and external agencies.

Administration

- To provide general administrative support to the school
- To act as a role model for the effective implementation on an operational basis of all agreed Trust wide and school based policies and procedures.
- To oversee and support the completion and submission of the school census and other statutory returns in accordance with published timescales.
- To maintain and track Nursery funding and in line with the school's Local Authority systems and timescales.
- Support the school with the admissions process and ranking.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS - AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Person Specification

Qualifications & Education	E1	NVQ Level 3 or equivalent qualification in a relevant discipline / relevant experience	D1	Evidence of sustained CPD
Experience & Knowledge	E2	Extensive experience of working in an administration environment with specific knowledge of finance, contract management, estates management and HR related issues	D2	Proven success as a team player
	E3	Experience of working as part of a team		
	E4	Experience of developing processes/procedures to ensure the effective running of the administrative function		
	E5	Experience of working under own initiative with minimal supervision over a broad range of responsibilities		
	E6	Financial management and experience of contributing to annual and medium term financial plans that are sustainable while meeting the development needs of the school		
Skills	E7	Proven ability to use Microsoft packages and MIS systems and to interrogate databases to produce management information		
	E8	Excellent numeracy and literacy skills		
	E9	Proven ability to display attention to detail and to work creatively and innovatively		
	E10	Proven effective communication skills, with the ability to work collaboratively across the Trust		
Personal Attributes	E11	Motivation to work to support children and young people	D3	Ability to self-evaluate CPD needs and to seek out new learning

	E12	Ability to respond to sensitive issues with tact, diplomacy and professionalism		opportunities
	E13	Strong people skills with the ability to build and sustain effective working relationships		
	E14	A high degree of personal motivation and a positive “can do” attitude		
Special Requirements	E15	A commitment to the Catholic ethos and values of NPCAT		
	E16	Ability to travel to meeting if required		
	E17	A knowledge of safeguarding and child protection requirements		