

JOB DESCRIPTION FOR A BUSINESS LEADER

The School Business Leader will be a member of the Senior Leadership Team, having a share in the joint management accountabilities of that team. The SBL will be directly accountable for the management and delivery of all support services not directly associated with teaching or pastoral care of pupils and the curriculum. The SBL will be directly accountable for the provision of all forms of business support to enable the effective day to day and strategic planning of the school.

The School Business Leader will have a substantive role in relation to school finances, looking after a budget of approximately £2.5 million and in showing the school is fully compliant with the Peterborough Keys Academies Trust Financial Handbook and employment legislation. The SBL will manage personnel and Payroll in line with the expectations of PKAT seeking advice from EPM when necessary.

RESPONSIBILITIES:

Leadership & Management

- To line manage office staff
- Ensure appropriate delegation and support for office administration duties
- Undertake appraisals and support for office staff, the Catering and Site Managers
- Advise the Senior Leadership Team and Governors on issues related to financial management, procurement and employment legislation
- To line manage and support the Catering and Site Manager
- Attend regular finance meetings with PKAT schools, the CFO and the COO to ensure the schools meets its obligations to PKAT
- Where appropriate, work collaborately with finance teams from the other schools within the MAT

Finance

- Evaluate information and consult with the Head Teacher, Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity
- Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Will ensure school complies with the Academy Financial Handbook for PKAT
- To have delegated expenditure responsibility as agreed by the Finance Committee of the Governing Body
- To authorise expenditure within the delegated authorisation limits

Human Resources

- To advise the Head Teacher, SLT and Governors on all personnel issues
- To liaise with EPM or other HR advisors to ensure school meets all statutory employment legislation
- Manage the process in line with statutory safer recruitment guidelines for all appointment
- To ensure that payroll providers have accurate, timely information so that all staff are paid correctly
- Be responsible for the schools Single Central Record that fully meets the statutory guidelines
- Ensure that all requirements for DBS checking or equivalent exceed statutory requirements
- Support the Head Teacher, Governors and SLT in the strategic planning of workforce development

Administration Management

- Manage the whole school administrative function and lead all office staff
- Design and maintain administrative systems that deliver outcomes based on the schools aims and goals
- Establish and use effective methods to review and improve administrative systems
- Benchmark systems and information to assess trends and make appropriate recommendations
- Ensure that data collection systems meet data protection requirements and that the school MIS system is used effectively to maximise efficiency of data analysis

Procurement/Value for Money

- To constantly review use of financial resources to improve outcomes for pupils.
- Ensure that the principles of Best Value for Money are adhered to at all times
- To work with PKAT's policy and the Chief Operating Officer on the renewal of contracts and procurement of external services using the principles of Value for Money and sustainability

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.