Beacon Hill Academy

JOB TITLE:	Academy Business Manager
GRADE:	Band F
RESPONSIBLE TO:	The Principal
KEY LIAISON WITH:	Principal, Vice Principals and Governors

Job Purpose

- To provide strategic leadership for the school's business functions, including budgeting and finance, estates, human resources, health and safety, compliance and administration. To line-manage staff with key responsibilities across these areas and ensure that business services support the school's strategic priorities.

- To lead, review and develop the school's financial procedures, administrative systems and business processes, working with the Leadership Group and Governors. Ensure that statutory, regulatory, safeguarding and health and safety requirements relating to people, property and school operations are met.

- To lead strategic resource planning, including income generation, to secure value for money, financial sustainability and efficient, streamlined working practices.

- To develop and present long-term financial plans and options to the Principal and Governors, assessing risks and opportunities to maintain sustainability as funding arrangements change. Contribute to strategic planning for the school's future development and growth.

- To shape and implement business management strategy; anticipate risks, identify issues and develop practical solutions. Keep up to date with legislation, guidance and good practice, advising the Principal, Governors and staff and making recommendations that inform

organisational decisions. Lead business improvement initiatives and promote innovative, effective use of resources.

- To lead estates planning and develop long-term plans for the site and buildings, including maintenance, development, suitability and future growth. Oversee estate compliance, monitor building condition and ensure that planned maintenance and improvement priorities are identified and progressed.

- To line-manage the administration team, including the Site Manager and Network Manager, setting expectations and monitoring performance.

- Play a central, proactive and creative role within the Leadership Team, contributing to whole-school strategy and decision-making.

- Liaise with the relevant members of the ESFA and oversee the preparation of the academy's accounts in partnership with the Finance Manager.

- Review and redesign business processes and working practices to improve service quality, consistency, efficiency and accountability across the school.

- Identify opportunities for innovation, service improvement and better use of resources; lead implementation of agreed changes and evaluate their impact.

- Represent the school in relevant discussions with external organisations and agencies, building effective relationships and influencing outcomes in the school's best interests.

Duties

General

- Lead and advise the Leadership Group on finance, human resources, estates, health and safety, compliance and business operations.

- Attend relevant governing body and finance committee meetings and support the preparation of papers. Oversee clear monthly financial reports and costed forecasts for Governors, highlighting risks, variances and options for decision-making.

- Exercise delegated authority for financial and premises decisions, in consultation with the Principal and within the school's scheme of delegation and financial regulations.

- To deputise for the Principal as required in relevant fields of expertise

Health and Safety

- To oversee the formulation, monitoring, implementation and review of the school's Health and Safety policy including all Risk Assessment procedures insuring compliance at all times.

- Advise and guide staff on health and safety requirements and safe working practices.

- Report to Governors on health and safety performance, significant risks and required actions.

Premises

The Business Manager will be responsible for the overall line management of all those involved in the maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Site Manager.

Specific responsibilities include:

- Lead the development, implementation and review of the Premises Development Plan, including energy conservation and sustainability.

- Work closely with premises staff to ensure maintenance and repairs are completed to the required standard and that progress, quality and value for money are monitored.

- Ensure service contracts are procured, managed and reviewed appropriately, monitoring performance, cost and service standards.

- Advise on health and safety matters, including emergency planning and response arrangements.

- Assess and appraise proposed school development projects, including costs, risks, benefits and operational impact.

- Be accountable to the Principal for oversight of site security, maintenance, heating, cleaning and other premises services.

- Oversee external providers delivering services to the school and lead tendering and procurement processes in accordance with applicable requirements. Negotiate with suppliers and contractors, resolve service-delivery issues and seek effective outcomes where priorities or expectations differ.

- Work with the Site Manager to manage premises lettings and develop the use of school facilities outside school hours, particularly for the local community, maximising appropriate income within agreed policies.

- Monitor on-site contractors, obtain and evaluate estimates, and oversee work

to ensure it meets agreed specifications, timescales, safety requirements and budget.

- Ensure effective deployment of premises staff and oversee allocation of hours and pay claims.
- Undertake and coordinate regular inspections of the school site and facilities, identifying defects, risks and priorities for remedial action.
- Maintain oversight of building condition, statutory inspections and estate compliance, ensuring actions are recorded, prioritised and completed.
- Oversee planned maintenance and premises improvement projects, monitoring progress, quality, cost, risk and disruption to school operations.
- Monitor and evaluate the quality and performance of contractors, the site team and cleaning staff, addressing concerns and reporting significant issues to Governors as appropriate.

Financial

Working with the Principal and Finance Manager, lead the development of the annual school budget for approval by the Governing Body and provide specialist expertise in long-term financial planning. Specific responsibilities include:

- Ensure the school has robust financial systems and oversee their effective operation, including payroll processes.
- Ensure accurate financial records are maintained and provide timely, reliable reports to the Principal and Governors.
- Ensure financial transactions comply with the school's financial regulations, delegated authorities and relevant statutory requirements.
- Work with the Finance Manager to prepare annual income and expenditure estimates for Governor approval and provide management accounts to the agreed schedule. Promptly escalate significant variances, risks or exceptional financial issues.
- Oversee the operation of school bank accounts and ensure full reconciliations are completed at least monthly.
- Oversee the school's financial systems and advise users. Review the suitability of finance, HR and management systems, lead improvements where needed and oversee transitions to new providers.
- Analyse financial management information and benchmarking data to identify spending patterns, risks and opportunities for savings, advising the Leadership Team and recommending action.

- Prepare business cases and financial appraisals for projects and long-term initiatives, assessing affordability, risks, benefits and value for money.

- Coordinate and contribute to internal and external audit activity, implement recommendations and strengthen financial controls.

- Attend Governing Body Finance Committee meetings and support the preparation of agendas, papers and minutes as required.

- With the Finance Manager, oversee or prepare financial returns for the ESFA, local authority and other relevant bodies, ensuring accuracy and submission within statutory deadlines.

- Lead the preparation of funding bids and business cases as required, identifying opportunities to secure additional resources.

- Lead procurement and tendering for service contracts and review insurance arrangements to ensure appropriate cover and cost effectiveness.

- Monitor and control capital expenditure on buildings and grounds, including contract placement, contractor appointment and performance management.

- Promote school activities and premises lettings to maximise appropriate income in line with agreed policies.

- Support budget holders to understand and apply financial procedures and monitor their delegated budgets effectively.

- Oversee and advise on the provision of an accurate and efficient payroll service, including pensions and other deductions.

Personnel

- Oversee the HR function, working with the HR Manager to ensure staff records are accurate, secure and confidential.

- Line-manage premises and administration staff, providing direction, support and performance management.

- Oversee the appraisal, professional development and training of premises staff and support effective workforce planning.

- Work with the HR Manager to advise Governors on employment policies and practices, ensuring they reflect relevant employment legislation and are implemented consistently.

Administration and ICT

The Business Manager will be responsible for those aspects of administration of the school which do not relate to the teaching, supervision and pastoral care of pupils.

Specific responsibilities include;

- Oversee the Network Manager's planning for effective and efficient administrative IT provision, including hardware, software, systems resilience and service improvement.

- Review business support services and administrative processes regularly, using feedback, performance information and benchmarking to identify and implement improvements.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

- Ensure that duties and services are delivered in accordance with the school's equality and equal opportunities policies.

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade

- Promote effective partnership working and maintain professional relationships with staff, Governors, families, contractors and external agencies as appropriate to the role.