

THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust



JOB DESCRIPTION

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| Post: | Head of Business Operations |
| Hours: | Full-time – 52 weeks per annum |
| Grade: | LBR17 -18 Pt 50 – 56 |
| Salary Range: | £61,617 - £68,439 |
| Reports To: | Headteacher |
| Responsible for: | Academy offices, Finance team, Site team, HR Manager, Examination and Data team, Office Administration team, other support staff and external contractors e.g. cleaning and catering |

Job Purpose

1. The Head of Business Operations is the academy's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the academy meets its educational aims.
2. The Head of Business Operations is responsible for providing professional leadership and management of academy support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the academy.
3. The Head of Business Operations promotes the highest standards of business ethos within the administrative function of the academy and strategically ensures the most effective use of resources in support of the academy's learning objectives.
4. The Head of Business Operations is responsible for the Financial Resource Management, Administration Management, Management Information, Human Resource Management, Facility and Property Management and Health & Safety Management for the academy.

GENERAL DUTIES

LEADERSHIP AND STRATEGY

- To lead and line manage finance, whole academy administration, human resources, premises management and health & safety.
- Lead in the training and development of support staff.
- To work with Senior Leadership Team and taking a lead on issues relevant to the post.
- To have overall responsibility and lead on all financial matters, to ensure the academy's successful financial performance and to ensure financial decisions are clearly linked to the academy's strategic goals.

FINANCE AND ACCOUNTABILITY

- To prepare annual budget of income and expenditure for recommendation to the Governing Body.
- To prepare long-term assessments of financial needs of the academy in line with the academy's improvement plan and Government policies/requirements.
- To establish and maintain proper systems of accounting to control and monitor spending.
- To monitor income and expenditure in relation to the annual budget and to present monthly management returns to the Headteacher and the Governors.
- To advise departments on monitoring against budget.
- To attend Governors meetings and to report on academy's finances.
- To oversee the operation of the computerised accounts system including ordering of goods and payment of invoices.
- To liaise with external auditors over procedures and practices and respond to requests where required.
- To liaise with external payroll provider regarding salary matters of staff.
- To ensure Financial Management Standards are adhered to and constantly reviewed.
- To oversee the payment of invoices, collection of income and preparing all accounts.
- To manage outside contracts to ensure they meet the needs of the academy and to liaise with contractors in this regard.
- To put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- To explore extra sources of income for the academy and to help raise additional academy funds.
- To ensure all aspects of the academy's Finance Policy is adhered to.
- To advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.

ADMINISTRATION AND MANAGEMENT

- To oversee the work of all non-teaching support services with the assistance of the Business Operations Support Manager and to liaise with the Headteacher and Deputy Headteachers with regard to the smooth running of these offices.
- To manage, oversee and lead on HR and payroll and deal with all payroll and HR related matters.
- To deal with personnel matters for teaching and support staff under the direction of the Headteacher and to liaise with the academy's payroll agency in these matters.
- To complete various returns to the Department of Education and other outside bodies as required.
- To be responsible for the annual school Workforce Census return and liaise with the DFE.
- To oversee the career development of Support staff to include performance management reviews and identifying training requirements.

- To ensure that all statutory safeguarding procedures and regulations are in place and adhered to.
- To liaise with the Headteacher and ICT lead regarding supporting Administrative Computer Software used in the academy.
- Line Management of Business Operations Support Manager, Finance Manager, HR Manager, Premises Manager and their teams.
- Any other duties as directed by the Headteacher.

PREMISES

- Responsible for the coordination and management of all major and minor building projects and developments within the academy and liaison with outside contractors, architects and quantity surveyor
- To manage the maintenance of the academy's site including the purchase of all furniture and fittings.
- To oversee the annual maintenance contracts within the academy.
- To ensure agreed standards of service are established and adhered to by regular contractors and to check the financial implications of these contracts.
- Arranging for production of specification for maintenance work when necessary and arranging for competitive quotations in accordance with appropriate guidelines.
- To arrange for routine maintenance work by Premises Manager and premises officers when necessary.
- Liaison with external cleaning contractors to ensure that the site is cleaned to required standards.
- To oversee the security of the academy premises and to liaise with the Premises Manager and Headteacher with regard to security.
- To be responsible for the lettings of the academy premises to outside organisations.

HEALTH & SAFETY CO-ORDINATOR

- Named Health & Safety lead.
- Responsible for the coordination of all health & safety matters within the academy under the direction of the Headteacher.
- To ensure all recent fire regulations are adhered to.
- To ensure all policies, Fire Safety, Fire Risk Assessment and Managed Evacuation Plan are kept updated and reflect all latest legislation.
- To liaise with our external Health & Safety advisor over matters that may relate to staff.

DATA PROTECTION

- Named Data Protection Officer for the academy.
- To manage and respond to all GDPR requests.
- To liaise with our legal team on more complex GDPR matters.

PERSON SPECIFICATION – HEAD OF BUSINESS OPERATIONS

| Factors | Essential | Desirable |
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| Personal Qualities | <ul style="list-style-type: none"> • To be supportive of the Catholic ethos of the academy • Highly developed interpersonal skills including influencing skills. • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to work under pressure and meet deadlines. • Self-confidence, commitment, energy and patience. | <ul style="list-style-type: none"> • To be a practicing Catholic is desirable but not essential |
| Qualifications | <ul style="list-style-type: none"> • Recognised finance/management/business degree or equivalent related professional qualification or experience. | <ul style="list-style-type: none"> • Academy Business Manager specific qualification i.e. DSBM, CSBM, ADSBM , etc. |
| Training | <ul style="list-style-type: none"> • Evidence of Continuing Professional Development | <ul style="list-style-type: none"> • Member of National Association of Academy Business Management |
| Experience | <ul style="list-style-type: none"> • Knowledge of financial management and accounting procedures. • Experience of producing, monitoring and managing strategic financial budgets. • Ability to show an understanding of the demands of an academy and its requirements. • Proven leadership and management skills. • Managing budgets, financial reporting, procurement and fixed assets. • High level IT skills including financial software. • Proven project, bidding and contract management skills. • Experience of managing variety of teams. • Experience of estate management and H&S. | <ul style="list-style-type: none"> • Managing within an educational environment. • Managing at a Senior Management Team level. |
| Knowledge and Skills | <ul style="list-style-type: none"> • Able to deliver services and systems applicable for effective academy management. • Able to deliver value for money initiatives. • Able to understand national & regional educational services and deliver appropriate strategies. • Able to lead teams and individuals. • Able to strategically influence decision making within the academy. • Good knowledge of HR processes and procedures. • Able to use a range of ICT packages. | <ul style="list-style-type: none"> • Understanding of educational enterprise issues. • Understanding of promoting positive relationships with the wider academy community. |