



**Advert Business Manager  
A Bolder Future Awaits**

***Salary: NJC Points 44 - 47 (Scale P07)***

***FTE £48,492 - £51,450***

***Pro rata salary based on working 4 days a week £38,794 - £41,160***

***Starting salary to be agreed depending on experience***

***Hours: 4 days (28.8 hours) per week***

***Contract: Permanent and 52 weeks***

***Pro rata annual leave entitlement: 19 days plus bank holidays***

Are you seeking an opportunity to play a major role in developing a new academy? If so, Bolder Academy is looking for a dynamic, energetic and skilled Business Manager.

Bolder Academy is a new, mixed, non-denominational academy which opened in September 2018. We have opened in temporary accommodation and then will move to a multimillion pound building in 2020.

We are looking for somebody to provide 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. The Business Manager will have a broad, strategic role and oversee the business management of the academy – all the administrative and logistical aspects of running an academy so that these are done in the most effective and efficient way possible.

The successful applicant will have strong financial, communication skills and be a confident user of ICT packages. A good level of interpersonal skills to enable liaison with staff, parents/carers, students and any external organisations in a calm and confidential manner are essential, as is the ability to lead others.

The Academy has been set up by primary and secondary Headteachers from the London Borough of Hounslow to meet the demand for extra school places. We are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky, resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.



There is an excellent pension provided for staff (LGPS for non-teaching staff) and an Employee Assistance Programme provided for all staff with the Education Support Partnership.

Closing date: Monday 22 April 2019

Further information and application forms, please go to the vacancies page on the website [www.bolderAcademy.co.uk](http://www.bolderAcademy.co.uk) or contact the Headteacher, Heidi Swidenbank at [head@bolderAcademy.co.uk](mailto:head@bolderAcademy.co.uk)

*Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview. Bolder is an Equal Opportunities Employer.*



## Recruitment Pack

### The Bolder Way and You

Bolder Academy will be an exceptional place to work. We know that by joining the team, at this stage, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant administration for our staff and students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

As a member of staff, you will play an integral part in shaping and developing the Academy's culture from its inception. You, as a founding member of staff, will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website [www.bolderacademy.co.uk](http://www.bolderacademy.co.uk)

To apply, please complete the application form and email it to: [head@bolderacademy.co.uk](mailto:head@bolderacademy.co.uk)

If you do have any questions or you would like a word copy of the application, please email Heidi Swidenbank on [head@bolderacademy.co.uk](mailto:head@bolderacademy.co.uk)

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## Timeframe for Recruitment

Closing date for applications	Monday 22 April 2019
Shortlisting:	w/c Tuesday 23 April 2019
Interviews to be held:	Wednesday 1 May 2019

**PERSON SPECIFICATION**  
**Business Manager**

CRITERIA	QUALITIES	
<b>Qualifications and training</b>	University degree or equivalent	Essential
	Professional accountancy qualifications	Essential
	School business management qualification (e.g. CSBM/DSBM)	Desirable
	IOSH Health and Safety qualification or similar	Desirable
<b>Experience</b>	Successful leadership and management experience	Essential
	Experience of understanding financial information, managing budgets effectively and ensuring financial propriety	Essential
	Experience of staff line management	Essential
	Experience of leading and managing change	Essential
	Experience of human resource management	Essential
	Experience of premises and health and safety management	Essential
	Experience of school self-evaluation and improvement planning	Desirable
	Leadership experience in the education sector	Desirable

<b>Skills and knowledge</b>	Knowledge and understanding of what constitutes quality in the provision of support services within schools, and the close inter-relationship between good support and good learning	Essential
	Expert knowledge of financial management and reporting, and the ability to accurately interpret financial information	Essential
	Ability to use comparative data and benchmarking to develop best practice and best value for money strategies in the provision of support services	Essential
	Excellent attention to detail	Essential
	Ability to specify, select, deploy and develop management information systems (e.g. SIMS) to ensure availability of high quality information	Essential
	Ability to be well organised, use initiative and prioritise work	Essential
	Excellent communication and interpersonal skills, including the ability to negotiate and consult effectively	Essential
	Ability to build effective working relationships with staff and other stakeholders, and to develop, maintain and use an effective network of contacts	Essential
	High level of computer literacy	Essential
	Willingness to keep up to date on all relevant local and national developments in the education sector	Essential

	Understanding of school management issues, including the role of national, regional and local bodies	Essential
	Good analytical skills that are able to support decision making, including collecting and weighing evidence, making judgements and giving advice	Essential
	Previous use of PS Financials finance software	Desirable
<b>Personal qualities</b>	Commitment to promoting the ethos and values of the school and achieving the best outcomes for all students	Essential
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
	Personal impact, presence and self confidence	Essential
	Flexibility and adaptability to changing situations	Essential
	Commitment to maintaining confidentiality at all times	Essential
	Commitment to safeguarding and equality	Essential
	Resilience, enthusiasm, energy and vigour	Essential
	Commitment to the professional development of colleagues and self	Essential

## **JOB DESCRIPTION**

### **Business Manager**

#### **PURPOSE OF THE JOB**

- To contribute to the overall effective leadership and management of the Academy to ensure the best outcomes for students
- To have overall responsibility for the non-teaching functions of the Academy including:
  - Administration
  - Financial Management and Operations
  - Human Resource Management
  - Premises Management
  - Health and Safety Management
  - Management Information Systems and IT
  - Marketing
- To be responsible for developing, maintaining and applying the non-teaching policies, procedures and systems of the Academy
- To line manage the admin, finance and site staff, including conducting interim and annual Performance Management Reviews
- To be a member of the Senior Leadership Team and contribute to the Academy's strategic plans

#### **RESPONSIBLE TO**

- The Headteacher

#### **LEADERSHIP AND STRATEGY**

- Attend Senior Leadership Team meetings
- Negotiate and influence strategic decision making within the Academy's Senior Leadership Team
- Take strategic decisions for own specific areas of responsibility - finance/ admin/ HR/ premises/ H&S/ ICT/ marketing - including setting the Academy's strategic marketing priorities (in consultation with the Headteacher)
- Plan and manage change in accordance with the School Development Plan
- Lead and manage the non-class-based Academy support staff



## **ADMINISTRATION MANAGEMENT**

- Manage the whole school administrative function and lead the admin team
- Design and maintain administrative systems which streamline all aspects of the reception and office administration, ensuring such systems enhance the service provided by the Academy and deliver outcomes based on the Academy's aims and goals
- Manage the performance, workload and professional development of the Academy administration staff to enable efficient and effective performance of duties

## **FINANCIAL MANAGEMENT**

- Develop financial and management accounting systems to support all accounting and reporting needs
- Review and update, as required, all financial policies, plans and procedures, ensuring compliance with the Academies Financial Handbook, Funding Agreement, Academies Accounts Direction and Charities SORP, as appropriate
- Prepare and submit statutory financial statements and annual returns accurately and to deadline
- Complete & submit any additional EFSA financial returns
- Prepare and submit financial plans to the DfE
- Prepare annual budgets within a 3-year budget plan for approval by the Governing Board
- Prepare monthly management accounts and cash flow forecasts and termly outturn forecasts
- Submit capital grant funding applications to the ESFA
- Liaise with auditors and facilitate all audit arrangements
- Ensure the arrangements for appropriate insurance cover for the Academy and deal with all claims
- Act as signatory to the bank account
- Prepare and implement policies concerning the procurement and ordering of all supplies and services to ensure best value for money
- Attend meetings of the Finance & Audit Committee and Governing Body and report to Governors on all aspects of Academy finance

## **FINANCIAL OPERATIONS**

- Maintain accurate financial records
- Place and follow up orders, ensuring sufficient funds are available beforehand
- Advise on best value, providing details of recommended suppliers
- Match, check and code invoices
- Reconcile supplier statements to supplier purchase ledger accounts
- Process payments via BACS and cheque, ensuring cheques are signed by relevant signatories
- Process payments via credit card
- Process staff expense claims
- Liaise with suppliers concerning invoice queries
- Issue invoices through the sales ledger, following up their prompt payment
- Ensure the safe receipt, handling and banking of monies and cheques received
- Administer the online payments system
- Administer school trips
- Administer the School Fund
- Complete monthly bank reconciliations and investigate any discrepancies
- Ensure accurate VAT accounting and prompt submission of VAT reclaims
- Reconcile all balance sheet accounts including trade debtors, trade creditors, PAYE/NI, LGPS, TPS and VAT control accounts on a monthly basis

## **HUMAN RESOURCE MANAGEMENT**

- Maintain HR policies, systems and procedures
- Take responsibility for employee relations and case management in relation to sickness absence, disciplinary issues and capability processes and liaise with legal/HR advisors as required.
- Manage and evaluate the effectiveness of external HR advice and support, including Occupational Health
- Contribute to the Academy's recruitment and retention strategy
- Manage and evaluate the support staff appraisal process
- Keep accurate records of teacher performance management documents and ensure all paperwork is returned and filed promptly
- Manage staff sickness recording, monitor absence levels and highlight any issues to the Headteacher

- Maintain the single central record
- Put systems and support in place to ensure that the highest standards for job design, recruitment and selection are maintained
- Monitor safer recruitment practices
- Ensure initial contract documents for employees are prepared and updated within required timescales
- Ensure a smooth induction process takes place for new staff including the staff induction day and packs are prepared
- Ensure staff exit interviews are conducted
- Take responsibility for DBS, List 99, identity checking and work permit processes for all staff, volunteers and governors who visit the Academy on a regular basis.
- Maintain a master staff list
- Ensure the completeness and accuracy of the monthly payroll, reconciling to the master staff list
- Implement payroll decisions and deal with pay queries, liaising with our payroll provider
- Supply confirmation of pay details to third parties (e.g. mortgage references, letting references, benefit claims)
- Implement changes to pay from statutory, national or local pay agreements
- Review and supply annual pay rises and increments as directed
- Ensure all staff are issued with relevant notification of pay (e.g. payslips, P60s)
- Ensure all staff receive an annual salary statement
- Produce pension starter and leaver forms
- Produce TPS end of year documentation for the annual audit.

## **PREMISES MANAGEMENT**

- Ensure the safe maintenance and secure operation of all school premises
- Ensure the continuing availability of utilities, site services and equipment
- Line manage the site team including holding regular meetings to update on any issues
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure ancillary services e.g. catering, cleaning, etc. are monitored and managed effectively
- Develop and maintain an asset management plan in conjunction with the Academy Head

- Manage the letting of school premises to external organisations, for the development of extended services and local community requirements
- Seek to maximise revenue from the premises through lettings etc.
- Ensure the Academy maintains an up-to-date inventory
- In conjunction with the Finance & Audit Committee, annually review the adequacy of the Academy's insurance cover, seeking professional advice where appropriate; and deal with all claims

## **HEALTH AND SAFETY MANAGEMENT**

- Ensure the health & safety policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change
- Ensure the Academy's health & safety policy is clearly communicated and available to all
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher, Governors and where appropriate the Health & Safety Executive
- Oversee the implementation of all health and safety processes and checks and ensure that records are maintained and issues promptly followed up
- Ensure the maximum level of security consistent with the ethos of the Academy
- Ensure compliance with all statutory health, safety and maintenance requirements

## **MARKETING**

- Prepare a strategic marketing plan that aligns with the Academy's overall aims
- Devise and implement strategies to monitor and improve engagement with key stakeholder groups including parents, staff and students
- Oversee website content ensuring it is kept up to date and meets statutory requirements

## **MANAGEMENT INFORMATION SYSTEMS & IT**

- Consider approaches for existing use and future plans to introduce or discard technology in the Academy
- Ensure that the Academy has a strategy for using technology aligned to the overall vision and plans for the Academy, ensuring value for money
- Consult with end users and IT professionals to introduce new technology or improve existing technology for different purposes
- Communicate the strategy and relevant policies, including Data Protection, for use of technology across the Academy
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

## **GENERAL**

- Ensure that all Academy activities are properly licensed and that all requisite licences are displayed as appropriate and renewed promptly to avoid penalties
- Assist with other duties, commensurate with current Grade and responsibilities, as reasonably directed by the Headteacher