

## **Britannia Education Trust - Trust Business Manager JD**

Scale: SMR Band A

Person reports to: The CEO/Executive Headteacher

Purpose of the job:

As a member of the Trust Executive Team, to have overall responsibility for the operation and management of the facilities and properties of the Trust estate, HR, risk management including health and safety, administration, project management and capital related works, and all matters within the management of the school which are supportive to but do not involve the teaching function.

To contribute to the strategic planning and ensure the smooth operation of the working environment across the Trust and make best possible use of available resources.

Person supervises:

Office/admin, premises management and cleaning staff.

Equal Opportunities:

The Academy Trust has a strong commitment to achieving equality of opportunity in both services to the community and employment of people and expects all employees to understand and promote its policies in their work.

Responsibilities:

### **To act as a Strategic Leader**

To advise and support the work of the Trust and to attend Trustee meetings as required.

To initiate ideas, policy, developments with regard to the Trust as and when appropriate.

To provide guidance, support and management as appropriate within the Executive Team in order to be compliant with regulatory requirements.

To be responsible for the delivery of effective and efficient services in accordance with the needs of the Trust.

To pursue the concept of 'best value' to benefit the Trust as a whole.

To attend SLT meetings as necessary.

To support the Executive Team on key aspects of due diligence.

## **To lead and manage Trust Human Resources**

Manage the use of the external HR providers and services, ensuring the quality of the provision is high and the trust receives value for money.

Overall management responsibility for ensuring the recruitment and selection of all staff within the Trust is in line with legislation, regulation, professional and occupational standards, frameworks and codes of practice including safer recruitment principles.

Manage Trust statutory returns relating to HR, such as the School Workforce Census.

Manage the Trust's sickness and disciplinary procedures.

Manage the Trust's occupational health sickness procedures and claims.

Coordinate appropriate legal or professional advice where required.

Manage the recruitment, professional development, appraisal and training of non-teaching support staff.

Provide leadership and guidance for non-teaching support staff and line management responsibility where appropriate.

## **To lead on Trust Risk management**

To be the Trust's designated Health & Safety Officer, on all health and safety issues within the Trust, developing policy and procedures and ensuring that health and safety is prioritised and informs the Trust's strategy, planning and decision making.

Manage the use of external health and safety providers and services.

Contribute to implementation of risk management and loss prevention strategies in the Trust to reduce insurance claims and costs in the management of any third-party service contracts.

To identify potential risks in relation to achieving strategic objectives and make effective business continuity and disaster recovery plans.

## **To lead and manage Trust Estate and Facilities**

To be responsible for the overall management, monitoring and review of premises services, including contracts, tenders and SLAs for the provision of cleaning, grounds maintenance, security and building services.

To prepare and manage any potential capital funding bids for building works in liaison with the Executive Team.

To be responsible for the safe and efficient management and compliance of the premises.

Manage the use of external Facilities Management providers and services.

Overall responsibility for any capital building works including obtaining tenders, liaising with building contractors and Trust architects as appropriate.

Monitor and implement the Trust's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.

To know what the elements of fire safety are and the associated risks to the Trust through the process of risk assessment.

Ensure the proper maintenance of equipment for protection against and escape from fire and keep records of and initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.

To be aware of the disaster recovery plan and be responsible for operating the elements linked to resource management responsibility.

### **To lead and manage Trust Administration**

Manage the Trust's administrative network systems and the implementation of appropriate management information systems and software.

To lead and manage effective Trust business processes to deliver Trust requirements.

Overall responsibility for the collection and dissemination of data and data protection.

Responsible for ensuring accurate and timely submission of DfE statutory returns.

To proactively engage with and develop partnership initiatives with other schools, Trusts, services, education institutions and local businesses to further Trust community services.

### **Other responsibilities**

The duties listed in this job description are not intended to be an exhaustive list but are the general guidelines to the post.

Any other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required.

Person Specification:

**Qualifications and training**

School Business Management diploma level 4 or equivalent

**Experience**

Successful, relevant experience in school or college business management and operations

Involvement in Trust self-evaluation and improvement planning

Line management experience

Contributing to staff development

**Skills and knowledge**

Highly competent and efficient

Excellent attention to detail

Effective communication and interpersonal skills

Ability to build effective working relationships with staff and other stakeholders

Ability to communicate a vision and inspire others

Understanding of data protection and confidentiality

**Personal qualities**

Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils

Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust

Ability to work under pressure and prioritise effectively

Commitment to safeguarding and equality

Ability to deal with difficult situations effectively

Notes:

This job description may be amended at any time in consultation with the postholder.