

## Trust Business Manager

**Reporting to: COO/CFO**

**Salary: Full time annual salary £43923.00-£47681.00 -  
Pro rata salary £23835.00-£26342.00  
Part time, three days a week -Two days school based – one day office based.  
41 weeks (term time plus two weeks)**

Engage Enrich excel Academies has an exciting opportunity for an experienced Business Manager who can join our Central trust team from 2<sup>nd</sup> January 2024 or very soon after that.

### About Engage Enrich Excel Academies

The Engage Enrich Excel Academy is a multi-academy Trust. The Trust operates 6 schools in North West Surrey and Aldershot, Hampshire. All the schools are primary schools.

- Byfleet Primary School (BPS)
- The Cambridge Primary School (CPS)
- Maybury Primary School (MPS)
- Ravenscote Junior School (RJS)
- South Camberley Primary and Nursery School (SCPNS)
- Westfield Primary School (WPS)

The Trust has an active Central Trust team, based in Camberley, providing support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management and finance. There are exciting developments in the pipeline to further develop the central function for the benefit of using our resources wisely and benefitting all our schools.

**Dates:** interview W/C 27.11.2023 TBC -Please note we may interview candidates before the end of the closing date.

### Questions and Visits:

We welcome questions from prospective candidates. If you would like to arrange a conversation with the Chief Operating Officer please email [m.bark@eeea.co.uk](mailto:m.bark@eeea.co.uk)

### Job Purpose:

To work as part of the Central Trust Team to manage all aspects of the relevant school(s) non-teaching function including financial resources, administration, communications, IT related compliance/security (including Cyber Security), human resources, facility and property and health and safety management of the school.

### What you can expect

You will be part of a fantastic network of business administration professionals who share best practice and meet regularly to discuss challenges and opportunities. You will be supported by a central Trust team.

The Trust Business Manager reports directly to the Central Executive team and Risk and matrix line management to head teachers the role will be to support 1-2 schools where there is a need. The role will also include on dedicated day at the central office supporting the trust functions

The current part time vacancy will be based between Byfleet (School) and Central Office (Camberley) as the trust grows there, may be opportunities to of expanding the role to Full time and other areas

For the right candidate we can offer flexibility in working hours. However, due to the nature of the role you will spend the majority of the time in schools liaising with the school team during school hours.

## **Key Tasks and responsibilities**

### **Financial strategy and management**

For all Schools under the direction of the TBM:

- Ensure that Trust's financial operating procedures are followed and all internal financial controls are consistently applied and adhered to for both the delegated School budget and the unofficial fund accounts.
- Ensure that any issues raised by central trust are responded to and a detailed management response is produced and presented to the Chief Finance Officer
- Produce balanced budgets, management account information and financial plans for the school.
- Identify any financial (or other) risks to the approved budget and agree appropriate actions with the Senior Leadership Team and/or Central Trust Team.
- Ensure that the procurement of goods and services is conducted in a controlled and effective way and delivers high quality solutions and value for money.
- Keep under review all contracts, service level agreements and licences and work with the Central trust Team to harmonise these across all schools as opportunities arise.
- Ensure that all opportunities for income generation are considered and that robust administrative systems are implemented to mitigate any identified risks.

### **Human Resources Management**

For all Schools under the direction of the TBM:

- Liaise with the Chief Operating Officer (COO) and school's admin team to provide HR support and advice to the school(s) and ensure that all Trust HR policies and procedures are applied consistently.
- Oversee and recommend to the HT to approve the monthly payroll and utilise documents and reports associated with this process.
- Work with the Senior Leadership Team and the COO to review staffing structures, restructures and workforce planning in the school(s) to ensure that school improvement and streamlining is a priority.
- Ensure that all administrative elements of safer recruitment are followed.
- Ensure that all staff are provided with the correct contract of employment and necessary local operational documents and policies.
- Oversee the operation of the Single Central Record, regularly audit its content and report findings to the local lead DSL

### **Facilities, premises and H&S Management**

For all Schools under the direction of the TBM:

- Working with the Senior Leadership Team and with the support of the COO agree the most effective use of Capital funding and formulate capital improvement projects.
- As the Health and Safety Coordinator, monitor the H&S policy to ensure that it is implemented at all times and is reviewed annually, or more frequently if necessary, to reflect good practice and our statutory duty.
- Engender a culture of effective H&S and ensure that necessary core risk assessments are in use, regularly reviewed and communicated to all staff.
- Ensure a safe and secure environment for all stakeholders which supports and facilitates effective learning.
- Ensure that the letting of school(s) premises to external organisations is managed effectively and supports the ethos of the Academy.

### **Administration Management**

- Lead and manage the administrative function in the Schools you support.
- Ensure that the school(s) complies with the General Data Protection Regulation (GDPR) and Data Protection Act by following the Trust's GDPR policies and procedures.
- Ensure that all data processing at the school(s) is undertaken on a lawful basis and ensure that the Academy regularly reviews the data that is held, where the data comes from and who it is shared with.
- Undertake Data Protection Impact Assessments as required.
- Ensure timely and accurate submission of statutory and statistical returns.
- Oversee, review and manage contracts/service level agreements to ensure best value and delivery of contractual obligations.
- Where necessary, liaise with the school(s) external IT provider to ensure IT licences are up-to-date; develop and implement the schools' IT strategy in conjunction with the SLT and ensure contingency plans are in place in the case of technology failure.
- Maintenance of records in accordance with the Trust's data retention schedule and data protection law, ensuring information security and confidentiality at all times.

## Competencies

<p><b>1. Managing self and personal skills</b></p>	<ul style="list-style-type: none"> <li>• Manage own resources</li> <li>• Maintain CPD</li> <li>• Develop personal networks</li> <li>• Maintain professional values and ethics</li> </ul>
<p><b>2. Providing direction</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership</li> <li>• Support school/Trust improvements</li> <li>• Ensure compliance with legal, regulatory, ethical and social requirements</li> <li>• Manage risk</li> <li>• Foster school/ Trust culture</li> </ul>
<p><b>3. Facilitating change</b></p>	<ul style="list-style-type: none"> <li>• Plan, lead and implement organisational change</li> <li>• Develop innovation</li> </ul>
<p><b>4. Working with people</b></p>	<ul style="list-style-type: none"> <li>• Allocate and monitor the progress of work</li> <li>• Develop productive relationships with colleagues and stakeholders</li> <li>• Recruit, staff and support workforce planning and reorganisation</li> <li>• Manage staff performance and development</li> <li>• Build, develop and lead teams</li> </ul>
<p><b>5. Effective use of resources</b></p>	<ul style="list-style-type: none"> <li>• Manage financial resources</li> <li>• Manage technology</li> <li>• Manage health and safety</li> <li>• Manage physical resources.</li> <li>• Manage environmental impact</li> </ul>
<p><b>6. Achieving results</b></p>	<ul style="list-style-type: none"> <li>• Manage projects</li> <li>• Manage school/ Trust processes</li> <li>• Implement school/ Trust service improvements</li> <li>• Improve school/ Trust performance</li> </ul>

### You Will Be:

- Qualified in a recognised finance or managerial field by certification or experience.
- At least a minimum of two years' experience of working in a school administrative/secretarial field, including finance.
- Forward thinking, creative, receptive to change and able to work with the team.
- Able to work towards deadlines.
- Strong attention to detail.