



| | |
|---|---|
| Job Title: | Hub Business Manager |
| Grade: | Equivalent to Leicestershire LA Grade 10 |
| Initial location: | Inspiring Primaries Academy Trust - Head Office |
| Responsible To: | Chief Finance Officer (CFO) |
| Responsible For: | Business management - to include finance, estates HR and H&S matters. |
| Key Relationships/ Liaison with: | CFO, Trust Leader, School Leadership Teams, School Office Staff. |

| | |
|---|--|
| Job Purpose | |
| <ul style="list-style-type: none"> To have responsibility for day to day business management, HR matters, finance, procurement, health and safety, estates and management of other non-academic functions, supporting the leadership in the effective running of the schools to improve outcomes for pupils. | |

Main Duties and Responsibilities

| | |
|----------|---|
| 1 | <ul style="list-style-type: none"> To support the schools in achieving positive and effective lines of communication with all staff, parents/carers, the local community, the Trust, suppliers, contractors and other users of the schools' facilities, reviewing procedures to take account of latest regulations / guidance and developments in technology. To evaluate and develop the efficiency and effectiveness of the administration support service, ensuring that it is fit for purpose and that all staff are sufficiently competent to fulfil their own duties effectively. This may include prioritising work across the teams, developing training / support plans. To obtain quotes, manage and monitor contracts, tenders and agreements for the provision of goods and services to the schools, exploring cost saving initiatives in order to secure best value across the schools. To maintain office software, carrying out system upgrades and year-end procedures on management information systems in accordance with published guidance and to undertake periodic reviews to ensure that the software used offers the most cost effective solution to meet the needs of the schools. To maintain and manage electronic and manual records, use appropriate software and develop tools as required in order to process data and produce, analyse and interpret reports which may be highly complex in their nature, in order to support decision making and/or make recommendations to leadership. To ensure that statutory and non-statutory returns are completed accurately and on time, supporting their preparation as necessary. To develop, review and revise administrative and financial procedures and systems within the schools, ensuring that any changes to existing processes are communicated effectively to those affected. |
|----------|---|



Inspiring Primaries Academy Trust

Inspiring pupils to achieve for their tomorrows

- To undertake the full range of financial duties when necessary within the schools including month and year end procedures, ensuring compliance with all relevant financial regulations and procedures.
- To help develop, revise and implement financial systems that comply with financial legislation / regulations and support effective financial management throughout the schools.
- To take responsibility for debt management procedures and debt recovery where informal approaches have not resulted in payment.
- To assist the CFO and school leadership with the preparation of the annual budget to meet the requirements of the school improvement plan and contribute to longer term financial planning.
- To undertake budget monitoring at all levels within the schools, and assist individual budget holders to manage their own budgets by processing budget monitoring reports and providing explanations for any over / underspend and identifying possible remedies.
- To prepare financial reports and returns (statutory and non-statutory) as requested by the Trust / Auditors / EFA / DfE, ensuring the information provided is accurate and on time. To support the work of auditors / accountants by acting as their main point of contact for the schools.
- To help increase the schools' budgets by identifying new methods of income generation and assisting in researching, identifying and applying for grants which are relevant to the schools' priorities.
- To ensure that all staff records are accurate and that contract changes, absence information and any other HR related details are processed, recorded and reported correctly, with supporting documentation where relevant.
- To support the leadership with HR management issues, including providing guidance on the application of HR policy to specific cases, seeking and taking account of advice and guidance from HR professionals where necessary.
- To manage lettings of school premises, ensuring associated documents provide suitable protection and indemnity to the school.
- To ensure that all health and safety monitoring and record keeping is fully up to date, accurate and comprehensive.
- To produce, review and ensure compliance with risk assessment documentation and ensure any actions required of others are communicated to them in an efficient and timely manner.
- To assist with overall responsibility for ensuring a safe working environment within the schools.
- To assist with the development and review of health and safety policies and procedures, to ensure that they reflect current practice and local /national guidance and regulations.
- To coordinate and manage work relating to the maintenance, refurbishment and development of the sites, communicating/liasing with architects and contractors as appropriate.
- To work closely with the leadership of schools to identify and prioritise building developments, ensuring that projects are planned and supervised so as to be completed on time while minimising disruption to school life.



Inspiring Primaries Academy Trust

Inspiring pupils to achieve for their tomorrows

- To liaise with premises staff to ensure that the school buildings and grounds are maintained to an adequate standard and the premises are secure.
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

Special Factors

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- To participate fully in team self-reviews and other agreed procedures for monitoring the quality of the Trust.
- To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines.
- To undertake any other reasonable duties as may be agreed from time to time with the Trust Leader.
- This post is subject to a Medical Check and a check being carried out at an enhanced level by the Disclosure and Barring Service.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Inspiring Primaries Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



| Person specification - Hub Business Manager | | | |
|---|--|----------------------------|--|
| | Essential | Desirable | How assessed |
| <p>Qualifications</p> <ul style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy. Certificate in School Business Management or equivalent experience Diploma in School Business Management Professional qualification in finance, HR, health and safety or procurement | <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> | <p>App/Doc</p> <p>App/Doc</p> <p>App/Doc</p> |
| <p>Experience</p> <ul style="list-style-type: none"> Experience of working in a busy office environment managing multiple priorities. Experience of budget planning and financial forecasting within the context of strategic organisational planning. Experience of using information management systems and finance software. Experience of using a Management Information System Experience of supervising / line managing staff. Successful experience of identifying and applying for grants / funding. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> | <p>App/Int</p> <p>App/Int/Test</p> <p>App</p> <p>App</p> <p>App/Int</p> <p>App/Int</p> |
| <p>Knowledge</p> <ul style="list-style-type: none"> Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act and GDPR. Understanding of the context in which schools operate, and how your role fits within this. Awareness and understanding of financial processes and procedures within school and the regulatory framework that governs them. Awareness and understanding of health and safety regulations and good practice within school environment. | <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> | <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int/test</p> <p>App/Int/Test</p> |



| | | | |
|--|---|--|---|
| <ul style="list-style-type: none"> Understanding of routine HR processes and procedures and the ability to understand and apply HR policy to address non-complex issues. | ✓ | | App/Int/Test |
| <p>Skills/Attributes</p> <ul style="list-style-type: none"> Ability to use own initiative to identify issues, problem solve and implement solutions, working quickly and efficiently with minimum supervision. Well organised, with the ability to manage your own workload and that of others. Excellent ICT skills, and the ability to make effective use of a range of ICT software in order to fulfil the requirements of the role Ability to interpret complex information and take/recommend appropriate action, including the development of policy and practice. Able to communicate clearly, in writing and orally, with a wide range of audiences. Able to persuade, motivate, negotiate and influence. Excellent interpersonal skills, with the ability to relate well to children and adults. Reliable, honest, trustworthy, discrete and capable of handling confidential information sensitively. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | | <p>App/Int/Test /Ref</p> <p>App/Int/Test</p> <p>App/Test</p> <p>Int/Test</p> <p>App/Int/Test</p> <p>Int</p> <p>App/Int/Ref</p> <p>App/Int/Ref</p> |
| <p>General Circumstances</p> <ul style="list-style-type: none"> Evidence of regular attendance at work An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations. Willingness to undertake training. | <p>✓</p> <p>✓</p> <p>✓</p> | | <p>Ref</p> <p>App/Int</p> <p>App/Int</p> |
| <p>Factors not already covered</p> <ul style="list-style-type: none"> Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010 | ✓ | | App/Int/Med |

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (e.g., Certificates)