



<b>Organisation:</b>	<b>Pennine Academies Yorkshire</b>
<b>Job Title:</b>	<b>Business Partner</b>
<b>Reporting to:</b>	<b>Chief Financial Officer</b>
<b>Team:</b>	<b>Central Support Services</b>
<b>Level/scale:</b>	<b>PO5</b>
<b>Salary:</b>	<b>£40,760 - £43,662</b>

## **JOB DESCRIPTION**

The Business Partner is a member of the Central Support Services Team and is responsible and accountable for delivering effective Strategic Business Support to the Trust's HeadTeachers and their Senior Leadership Teams (SLT) across the functions of Finance, HR, Estates Management and Health & Safety compliance.

### **Duties and Responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Chief Financial Officer. Please note that the postholder may be required to work outside of normal school working hours when required.

### **Job Specification:**

#### **Strategic**

- The provision of strategic support to the Headteacher, SLT and Local Committee in formulating the aims and objectives of the school and in establishing the policies, systems and procedures through which they will be achieved.
- The development of a 3 year strategy and financial plan, strategically ensuring the most effective use of resources in support of the school's learning objectives.
- Promoting the highest standards of business ethos
- Ensuring effective systems, processes and controls are in place to ensure that their business support services deliver value for money and comply with regulatory standards and legislation.
- Monitoring the financial performance of the Schools in line with overall school performance, ensuring the achievement of financial and operational targets.
- Provide investment appraisal of investment opportunities to inform decision-making at the School.
- Advising on compliance with legislation and guidance including safeguarding requirements, employment law, pay and pension issues, Health & Safety.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures

- Attend Senior Leadership Team (SLT) meetings and Local Committee meetings as and when required.
- Negotiate and influence strategic decision making within the school's Senior Leadership Team
- Assist in the planning and management of change in accordance with the school's development plan
- Understand, interpret and communicate the effects and implications of government policies and legislation for current and future initiatives ensuring that resources are used efficiently
- Assist in the management of human resources ensuring effective deployment of staff to meet the current and future needs of the school
- Assist in the positive promotion of the school and its profile to a range of audiences including the local community
- Keep up to date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues and the Local Committee
- Advise the Headteacher and the Local Committees as appropriate and required

## **Finance**

- In consultation with the Headteacher, prepare the school's annual 3 year financial plan and submit to the Chief Executive HeadTeacher for approval.
- Provide expertise and support with regard to Integrated Curriculum Financial Planning and effective Schools Resource Management.
- Monitor income and expenditure in relation to the school's and centre budgets, and produce monthly reports for the Headteacher and the relevant Local Committee.
- Identify and inform the Headteacher of significant variances to budget, outlining reasons and options available for corrective action
- Advise the Headteacher if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that indicates trends and reflects the requirements of the school development plan and forecast future years' budgets
- Pursue and maximise income and sponsorship generation opportunities including the preparation and submission of applications and bids, and fundraising
- Manage, negotiate and monitor all contracts, leases, service level agreements, and relationships with external contractors ensuring best value for money is achieved.
- Ensure adherence to the Trust's Procurement and Financial policies and procedures.
- Provide budget holders with quarterly updates of their accounts and to advise them on matters relating to their budget/s
- Respond efficiently to information requests during external and internal audits
- Be responsible for the completion of the school's payrolls, ensuring all forms including timesheets, new starter/ leaver/ variation forms and annual returns are submitted within required deadlines
- Monitor the payment of salaries by the school's payroll provider, liaising as required
- Be responsible for the placement of orders ensuring they are processed through the school's computerised finance administration package in line with policies and procedures.

## **HR**

- Ensure that all the necessary financial data required for payroll, the Teachers' Pension and Local Government Pension agencies is submitted when:
  - Changes are made to an existing member of staff's terms and conditions
  - A new appointment is made
  - A member of staff's employment terminates

- Ensure all relevant assessments are completed and resulting outcomes implemented in relation to HMRC requirements
- Ensure that all staff personnel details relating to salaries and pensions are stored in secure personnel files
- Ensure that all staff are informed as required of relevant changes and developments in relation to all contractual and financial amendments.
- Work in partnership with SLT and Governors to implement all internal personnel policies e.g: Discipline, Grievance, Capability, Redundancy, Absence Monitoring and Equality Schemes including the appeals process where required.
- Overview arrangements for the induction of all new staff
- Identify training needs and the ongoing professional development for all staff
- Ensure an effective performance management arrangements for all
- Ensure the effective deployment of all staff
- Play an active role in the recruitment of staff following the school's procedures
- Deal with any disciplinary issues as required by school procedures and policies and as directed by Line Manager
- Assist in the updating and implementing, in conjunction with Trustees and the Headteacher, the school's staffing structures including necessary consultation
- Ensure that all staff financial personnel details are included in individual secure personnel files and on the school's database system/s
- Ensure that all personnel related casework is completed within required timescales
- Assist in the management of the whole recruitment process for all staff including informing payroll, creating contracts of employments
- Keep under constant review a full range of recruitment strategies and options
- In conjunction with the Headteacher, be proactive in the development and implementation of succession planning.

### **Estate management**

- Responsible for the safe maintenance of the school site and buildings including all aspects of security
- Act as a key holder.
- Follow sound practices in estate management and grounds maintenance
- Establish, monitor and review maintenance schedules and plans for premises upkeep and refurbishment, and be responsible for the efficient operation of all facilities
- In conjunction with SLT and Site Manager establish business contingency plans in case of emergencies including power cuts, flooding, fire
- Manage the letting of school premises and other activities in order to maximise income, where appropriate.
- Be responsible for the school's asset registers ensuring that it is maintained and regularly updated
- Be directly involved in the planning and development of any extensions to the school building and premises and any resulting construction works
- Maintain all school insurances in all forms including assessments, claims and administration
- Establish and implement an effective damage and loss-prevention strategy to reduce insurance and overall costs to the budget
- Lead on Health & Safety undertaking to ensure legislative compliance and the necessary risk assessment monitoring.
- Ensure, in conjunction with Headteacher and relevant staff, that all H&S procedures and requirements are being resourced and met
- Ensure that systems are in place for effective monitoring, measuring and reporting of Health & Safety issues

- Oversee the half-termly fire evacuation drills and the regular testing of fire alarm systems and equipment
- Manage and oversee other services such as catering and cleaning ensuring an efficient and effective provision, which meet the school's needs and adheres to regulations and legislation e.g. Healthy Eating requirements

## **Administration**

- Ensure that all necessary returns, reports and documentation are completed accurately within time constraints including H&S reporting requirements, claims, bids, and statistical returns (internal and external)
- Collate information, statistics and prepare reports as required by Line Manager, Headteacher and the Local Committee
- Undertake responsibility for all necessary administration relating to all areas within post holder's remit
- Undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit are maintained as required and are compliant with GDPR

## **General**

- Attend school events as required
- Participate in school emergencies, in conjunction with other members of SLT, including the implementation of effective evacuation and search procedures as required
- Arrange and give training sessions to staff to ensure that they are aware of procedures and regulations
- Attend training sessions and meetings as required
- Seek, consider, and act upon professional support and advice as required
- Assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and CFO shall from time to time reasonably require

## **Conditions of Employment:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives.
- The post holder is required to work within and uphold all policies and procedures as agreed by the Trust, particularly the schools safeguarding policy, including all aspects of H&S and child protection.
- To effectively manage and deal with confidential data / issues appropriately as required by the post.
- To positively promote the school and its profile to a range of audiences including the local community
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the school's performance management scheme.

## PERSONNEL SPECIFICATION:

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> <li>• 3 to 5 years extensive experience of working in a school office environment at a senior/leadership/decision making level to include development, management and operation of administrative/ICT systems as well as the full range of reception duties and dealing with a complex workload.</li> <li>• Extensive experience using Microsoft Office and complex databases such as S.I.M.S with excellent IT skills. This should include the production of detailed and complex reports and spreadsheets etc.</li> <li>• Extensive experience of supervising and/or managing staff.</li> <li>• Extensive experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an Education setting.</li> <li>• Extensive experience of dealing with HR/payroll/Health and Safety matters.</li> <li>• Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level</li> </ul>
QUALIFICATION S/ TRAINING:	<ul style="list-style-type: none"> <li>• Business Partner specific qualification e.g. DSBM, CSBM, ADSBM or Msc. School Business Management.</li> <li>• NVQ Level 4 or degree level management/business qualification.</li> <li>• Evidence of continual professional development.</li> </ul>
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> <li>• Will possess a comprehensive working knowledge of the Trust's relevant policies and procedures with an outline understanding of relevant legislation.</li> <li>• Extensive experience of maintaining complex financial information systems and making payments.</li> <li>• Knowledge and extensive experience of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements.</li> <li>• Have an excellent understanding of national and regional educational services and how an administrative support service within an Academy Trust is run.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines</li> <li>• Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently.</li> <li>• Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience.</li> <li>• Excellent numeracy/literacy/ICT skills</li> <li>• Ability to self-evaluate learning needs and actively seek new learning opportunities.</li> <li>• Knowledge and commitment to schools Equality policy.</li> <li>• Ability to remain calm under pressure; prioritising conflicting demands.</li> <li>• Demonstrate good co-operative, interpersonal and effective listening skills.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Maintain confidentiality in all matters relating to the school, its pupils, parents or carers in line with the Data Protection Act.</li><li>• Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</li><li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level.</li></ul> |
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