



**FIRTHMOOR PRIMARY SCHOOL**  
Ingleby Moor Crescent, Darlington, DL1 4RW  
Telephone: 01325 244001  
Head Teacher: Mrs Ann Dixon

**ACADEMY BUSINESS MANAGER**

**Salary: Band 9, SCP 24-27 (£31,099 - £33,820)**  
**Hours: 37 hours per week (all year round/term time only negotiable)**

**Required: As Soon as Possible**

The Directors are seeking to appoint an Academy Business Manager. Excellent interpersonal skills are essential along with a flexible approach. If you are a highly motivated well-organised person who shows attention to detail and you are committed to the well-being of children we would like to hear from you.

We are looking to appoint this special person to join our dedicated and caring school where we pride ourselves on being a school at the heart of the Firthmoor, involving pupils, parents and the wider community in our achievements.

**The successful applicant will be someone who:**

- Has a Foundation Degree / NVQ Level 4 or equivalent in Administration, Finance, Business or related field
- Has excellent interpersonal and communication skills
- Has a clear vision for the role and how it can develop in the future

**We can offer:**

- Enthusiastic, well-mannered children
- A welcoming, enthusiastic and professional team
- Strong support for your further professional development
- A supportive Board of Trustees with a strong commitment to the school.
- A truly inclusive ethos and shared moral commitment to secure the best outcomes for all pupils.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure from the Disclosure and Barring service) and pre-employment checks will be undertaken before an appointment is confirmed.

For an informal discussion about this exciting post, please contact Mrs Ann Dixon, Head Teacher on 01325 244001.

To apply for this post, please email [macy.ocana@epm.co.uk](mailto:macy.ocana@epm.co.uk) for an application form. Please ensure that all application forms are returned directly to Macy Ocana on the above email address.

**Closing date: 10 November 2023**

**Interview date: To be confirmed**



## FIRTHMOOR PRIMARY SCHOOL

### JOB DESCRIPTION

**POST TITLE:** ACADEMY BUSINESS MANAGER

**GRADE:** BAND 9 (SCP 24 TO 27)

**REPORTING RELATIONSHIP:** To the Head Teacher

**JOB PURPOSE:** As a member of the Senior team, be responsible for the management and delivery of financial and support services across the Academy. This will include the planning, development and monitoring of financial services and responsibility to organise and supervise administration systems.

### MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.

1. To be responsible for strategic planning of the Academy's Finance to ensure that the Academy maximises the resources available and secures value for money from its staffing structure as well as the goods and services it procures.
2. To take the lead responsibility for liaising with the Academy's auditors.
3. Completion of all statutory returns to the DfE and ESFA.
4. Review of monthly Academy Management Accounts, including the narrative report, followed by circulation to senior leaders and Trustees as required.
5. Responsibility for ensuring that the monthly reconciliations of the financial management system are complete, to include completion of VAT returns, payroll reconciliations, bank reconciliations etc.
6. To manage the delivery of an accurate and efficient payroll processing service that meets the Academy's needs and provides data and payments to third parties (i.e. HMRC, TPS, LGPS, Unison) in accordance with statutory requirements and to agreed timescales.
7. To take a leading role in the design, management and co-ordination of appropriate administrative systems across the academy as required.
8. To plan, develop and design monitoring systems, which compliment academy policies and procedures.
9. To prepare reports, presentations and undertake statistical analysis etc. on behalf of Senior Staff.
10. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by Senior Staff.

11. In the absence of Head Teacher, liaise with appropriate senior staff with respect of urgent business within service area.
12. To provide advice and guidance to the Board of Trustees and Senior Staff in relation to policies and procedures, best practice guidance, legislation, National Standards etc.
13. To draft for consultation, academy policies and procedures relating to administration and financial systems to compliment and proactively ensure that the relevant bodies have information / data available in required format and within appropriate time scales.
14. To undertake research and obtain information on behalf of Senior Staff to assist with decision-making process.
15. To actively contribute to the promotion of the Academy and take a leading role where necessary and appropriate.
16. To manage lettings of academy facilities where appropriate.
17. To manage academy capital projects including associated income and expenditure.
18. To take a lead in the management of resources, this may be across curriculum, school and administration equipment.
19. To take a lead in the procurement and securing of sponsorship funding.
20. To manage and review the procurement of academy licences and insurance as required.
21. To manage Service Contracts and Service Level Agreements on behalf of the Academy.
22. To manage, monitor and plan expenditure from agreed budgets.
23. To ensure that financial administration relating to purchase orders and invoices is carried out in line with audit and ESFA requirements.
24. To supervise and manage other administration officers within the academy including the management of their training, development and performance in line with Academy's Performance Development Review Procedures.
25. Monitoring work rotas / cover for other academy staff within post holders remit to ensure an efficient service is available, and when and where necessary arrange replacement of permanent employees and hire temporary assistance to cover periods of absence or unavailability (annual leave, sickness, etc).
26. To co-ordinate health and safety audits and checks throughout the academy's internal and external buildings on behalf of Senior Staff.
27. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
28. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
29. To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme.
30. To comply with Health and Safety policies, organisations statements and procedures report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

31. Any other duties of a similar nature related to the post, which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY.*

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: October 2023



**FIRTHMOOR PRIMARY SCHOOL**

**JOB DESCRIPTION - ACADEMY BUSINESS MANAGER**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	Foundation Degree / NVQ Level 4 or equivalent in Administration, Finance, Business or related field	AF,C			
<b>Experience &amp; Knowledge</b>	E2	At least 3 years previous Administrative Experience	AF,R,I	D1	Awareness of child protection issues	AF,R,I
	E3	Experience of establishing and maintaining a range of management information systems, including ensuring accuracy of complex databases and spreadsheets	AF,R,I	D2	Experience of School Management Information Systems	AF,R,I
	E4	Experience of giving advice and guidance on policies / procedures to Senior Officers	AF,R,I			
	E5	Experience of managing budgets, invoice and ordering procedures	AF,R,I			
	E6	Experience of policy / procedure development and implementation	AF,R,I			
	E7	Experience or working knowledge of marketing, sponsorship and promotion activities	AF,R,I			
	E8	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E9	Previous Supervisory responsibility including the monitoring of performance and development	AF,R,I			
<b>Skills</b>	E10	Ability to relate well to children and adults	AF,R,I			
	E11	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,R,I, T			
	E12	Ability to train and motivate a team	AF,R,I			
	E13	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I			
	E14	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	AF,R,I			
	E15	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I			
	E16	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I			
	E17	Proven ability to undertake effective research	AF,R,I			
<b>Personal Attributes</b>	E18	Participate in development and training opportunities	AF,R,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
	E19	Ability to abide by Academy policies and procedures	AF,R,I			
<b>Special Requirements</b>	E20	Ability to form and maintain appropriate relationships and personal boundaries with children	R			
	E21	The ability to communicate at ease with customers and provide advice in accurate spoken English	I			
	E22	Suitable to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview; all appointments are subject to satisfactory references.