



FINHAM PARK  
MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Post:</b>	Deputy Business Director
<b>Salary Scale:</b>	Grade 13 -17 £56,721 - £62,570 FTE
<b>Contract type:</b>	Full Time/Part time considered (depending on experience)
<b>Reporting to:</b>	Business Director

---

### Main purpose

To assist the Business Director in managing the strategy and operation of the non-teaching functions of the MAT including: financial management; H&S; HR; Estates; IT systems; and compliance and administrations.F

### Strategic Leadership role – Multi Academy Trust ('The Trust')

- Assist the Business Director to provide clear information, advice and recommendations to the leadership teams, Local Governing Bodies and Board of Trustees regarding the strategic development of service support, utilisation of the Trust's assets and business activities to ensure the best possible learning environment for students
- Support in ensuring that each school makes the best possible use of resources through effective planning, considering all financial and other resource implications
- Maintain an understanding of current initiatives which would have an impact on the schools and plan for and implement new initiatives
- Attend meetings of Local Governing Bodies and the Board of Trustees as required.
- Work with the Business Director to identify potential funding sources and liaise with funding agencies to secure further funding growth for the schools within the Trust
- To assist in reviewing and maintaining the Trust's GDPR, equality, anti-discriminatory law and MAT policies.

### Financial management

- Attend monthly school business meetings as appropriate.
- To support the Business Director in managing the Trust's budget
- To act as one of the Trusts banking administrators and check and authorise payments e.g. BACS and CHAPS as and when required.





FINHAM PARK  
MULTI ACADEMY TRUST

#### **Premises and health and safety management**

- Work with Operations Managers and external project manager to draw up outline specifications for new buildings, obtaining tenders and planning permission, and liaising with building contractors and architects.
- Oversee estates work within the MAT including individual school asset management plans and working with contractors.
- To assist in ensuring that each school has adequate risk registers and maintain an oversight of health and safety at each site
- Oversee the negotiation, management and monitoring of contracts, tenders and agreements for the provision of services to schools within the Trust.

#### **Management and administrative services support**

- Oversee the implementation of appropriate information management systems; and the full computerisation of the administration accounting and record system.

#### **Specific Responsibilities**

##### **Leadership and Management**

- Implement and monitor the Trust's Quality Assurance Framework for all admin/site support services ensuring that all observations and feedback are carried out in line with the Trust's appraisal requirements.
- Assist the Business Director in leading a highly motivated team of support staff to deliver effective services across the schools.
- Co-ordinate the operations Managers to ensure MAT processes are followed and relevant training is delivered.

##### **Site Standards**

- To provide support for the Operations Managers who lead on site standards at each site.
- Have a knowledge of health and safety regulations, particularly the main issues specific to each academy and how they relate to students, staff, visitors, contractors and other users of academy premises and facilities.

##### **Line Management**

Department to be agreed based on postholders skills and experience.

The postholder may be required to complete any other additional duties and/or tasks commensurate with this level of responsibility.

