



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons) PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London, E4 9PJ

020 8527 4051
enquiries@highamsparkschool.co.uk
www.highamsparkschool.co.uk

Post Title:	Academy Business Manager
Salary / Grade:	PO12 (Pts 61 – 65)
Leads & Manages	All Support Staff with direct line management for Finance, Administration, Operations and Human Resources
Responsible to:	Principal

Job Purpose

The Academy Business Manager (ABM) plays a pivotal strategic and operational role within the Senior Leadership Management Team (SLMT) to meet the Academy's educational and statutory goals. The ABM is to ensure the effective management of the school's financial resources, administration, human resources, operations, compliance, and data protection. The ABM supports the Principal and SLMT in driving school improvement through efficient and compliant business operations. This role includes oversight of support staff and a key contribution to the school's strategic development and operational planning.

1. General Duties / Leadership & Strategy

- Contribute towards the strategic planning and decision making within the SLMT
- Direct Line Management to the Chief Operations Officer (COO), Finance Manager, HR Manager and Office Manager
- Attend Trustee and SLMT meetings as needed; presenting financial and operational reports, providing advice on risk management, policy development and ensuring compliance with legal and regulatory requirements
- Support the Company Secretary in ensuring the Academy meets its financial obligations in line with legal, regulatory and funding requirements
- Serve as the primary contact with central government and other agencies concerning grant applications, gifts, and donations. Additionally, negotiate, manage, and oversee contracts, tenders, and agreements related to the provision of support services
- Maintenance of the Academy Risk register and Business Continuity Plan and present to Trustees annually

2. Finance Management

Budget Planning & Management

- Develop and manage realistic and balanced budgets with SLMT and Trustees
- Monitor performance, report variances, and take corrective action.
- Provide regular financial reports and long-term financial planning.





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Financial Operations & Compliance

- Prepare statutory financial returns and liaise with auditors
- Oversee accounting procedures including ledgers, bank reconciliations, VAT, and assets
- Ensure compliance with financial regulations and audit recommendations

Income Generation & Funding

- Maximise income through lettings, funding bids, and other sources
- Collaborate with the SENCO to ensure funding for pupils with special educational needs
- Manage financial agreements, investments, and contracts.

Governance, Advisory & Risk

- Advise on financial matters, risks, and relevant legislation
- Report suspected fraud and review financial procedures annually
- Monitor capital projects and benchmark financial performance

Leadership & Oversight

- Line-manage finance staff and ensure procedural compliance
- Liaise with funding bodies, auditors, and consultants
- Present costed proposals with SLT and external advisors

Procurement & Contract Management

- Oversee contracts for services like energy, catering, and transport
- Ensure value for money and effective service delivery

3. Administration Management

- Oversee census returns and admissions, ensuring accurate student data and budget alignment
- Coordinate the Academy's administrative functions and support staff management
- Design and maintain effective administrative systems aligned with the Academy's values and development goals
- Collaborate with key managers to ensure efficient, interconnected processes across the Academy
- Define staff responsibilities and support mechanisms for stakeholders
- Develop cost-effective process measures to support resource management



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- Implement methods to review and improve administrative systems continuously
- Utilise data analysis and reporting to enhance efficiency and reduce duplication
- Prepare statutory reports and information for relevant agencies and stakeholders
- Manage licenses and permissions, ensuring compliance with relevant timelines and relevance

4. Managing Information Systems & ICT

- Collaborate with the COO to develop a fully costed technology strategy aligned with the Academy's vision, ensuring value for money
- Support the COO in monitoring and reporting on the performance of the Academy's technology systems
- Ensure contingency plans are in place for technology failures, integrated into Business Continuity and Disaster Recovery plans
- Work with the COO to ensure data collection systems are cost-effective and deliver efficient information to stakeholders
- Collaborate with the COO to ensure financial management systems are compatible with the school's MIS and networks.

5. Human Resource Management

- Oversee and quality assure all HR processes, policies and procedures. Monitor the implementation of policies and procedures, providing support where needed.
- Ensure the delivery of payroll services for all Academy staff in collaboration with the HR Manager
- Access any changes that require approval for HR and payroll processes
- Oversee management of pension schemes and associated services
- Prepare and submit the School Workforce Census
- Quality assure HR policies produced by the HR Manager to ensure compliance with employment legislation and ensure policies are clearly communicated to staff and understood
- Manage recruitment, professional development, annual reviews, and training of support staff through the HR Manager and line managers
- Ensure staff records managed by the HR Manager and others are maintained and kept confidential
- Seek external HR expertise when necessary
- Evaluate strategic objectives and gather information for workforce planning.
- Identify skills, knowledge, and experience needed for current and future activities

6. Facilities & Site Management



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- Supervise the COO and Site Manager in overseeing planning and construction activities to ensure they meet contractual requirements.
- Source and implement appropriate insurance policies for all Academy operations and manage any claims.
- Support the COO in developing and submitting capital bids by providing financial viability and assurance.

7. Health & Safety

- Ensure a safe environment for all Academy stakeholders and maintain appropriate security measures aligned with the Academy's ethos.
- Act as the Academy's Health & Safety Co-ordinator and Responsible Person.
- Plan, conduct, and record fire drills and alarm tests in coordination with the COO, and work with the Vice Principal to ensure safe school evacuation procedures.
- Communicate with Trustees to review the Academy's Health & Safety Policy regularly, ensuring it complies with relevant legislation and is properly implemented and updated
- Establish systems to identify hazards and conduct risk assessments, and regularly monitor, measure, and report health and safety issues to senior management, Trustees, and relevant authorities. Additionally, implement risk management strategies to reduce risks and insurance costs

8. Data Protection Officer

- Ensuring the school's adherence to data protection laws and safeguarding personal data and Monitor compliance with UK GDPR, Data Protection Act 2018, and school policies
- Act as the point of contact for data subjects, handling access requests and data breaches
- Advise all staff and external stakeholders on data protection obligations and best practices
- Oversee the creation and maintenance of a data inventory (Record of Processing Activities).
- Ensure secure and timely disposal or archiving of data according to retention schedules.
- Serve as the contact point for the Information Commissioner's Office (ICO)