

JOB DESCRIPTION

Job title:	Head of Business and Operations	Scale M:	Points 44 -47
Reports to:	Academy Principal		

Main job purpose

The Head of Business and Operations will be a key member of the Senior Leadership team. They will be responsible for ensuring that the non-teaching operations of Budmouth Academy support the vision and ambitions of the Academy, are efficient and effective, and represent value for money. These include HR, finance, administration, premises/cleaning/health & safety, ICT, & catering. They will work closely with the Principal, Senior Leadership Team and District Facilities Manager. The Head of Business and Operations will support the Principal in all non-teaching operations and deputise for the Principal when required in relation to non-teaching operational issues. The Head of Business and Operations should support the Principal to create a culture of continuous improvement and be a visible and inspirational leader, committed to the highest achievement for all in every aspect of the Academy's work.

Main responsibilities and duties

- To work with the Principal to develop the annual academy improvement plan, ensuring that all non-teaching operational and financial consequences of any plans are considered and quantified, where applicable.
- To lead on the development, implementation and review of new office systems as required, improving business efficiency and quality of standards, controls and legal compliance.
- To be responsible for ensuring an effective and efficient customer-focused administration service, including HR, payroll, finance, IT, premises, reception and reprographics, is provided in a timely manner.
- To directly line manage the members of staff within the Business Support Team (Finance & HR)
- To hold regular team meetings to ensure good communication, and ensure support and accountability
- To monitor, advise on and be responsible for ensuring that the agreed budgets are met.
- To develop, lead, operate and maintain the financial and other operational procedures and systems of the academy.
- To oversee all academy-based aspects of financial systems ensuring that accurate financial records are maintained and communicated.
- To produce information and reports as required, in particular as pertaining to the business operation of the academy.
- To seek to maximise income for the academy by assertively marketing facilities, without negatively impacting on the successful running of the academy.
- To lead on an effective parental engagement strategy, including coordinating Friends and Associates of Budmouth forums and communication.
- To ensure that all academy policies are maintained and compliant, including website compliance
- To oversee and support the SLT with all aspects of whole academy staff recruitment, from advertisement to contract (in liaison with HR Officer)
- To lead on the Staff Wellbeing Strategy across the academy.
- To ensure the premises are fit for purpose with risks minimised and high quality education is made a priority
- To liaise with the Trust Managed Services, the District Facilities Manager and the site team and ensure that the academy site provides a positive student and staff impression and contribute positively to meeting the academy's objectives.
- To ensure the system in place for risk management is fit for purpose to reduce likely impact of potential risks
- To ensure effective supervision and performance management (Appraisal) arrangements are in place for all operational staff, and that the academy follows the HR policies of the Aspirations Academies Trust, to include induction and professional development of team members.
- To manage HR procedures including safeguarding in recruitment and promote anti discriminatory practice and ensure equal opportunities policies and procedures are fully integrated into the work of the academy.
- To ensure that the Single Central Record is updated in a timely and accurate manner, in accordance with legal requirements.
- To lead on investigations, for example, disciplinary, capability, grievance and attendance concerns/absence management.
- To manage, conduct and record staff exit interviews.

- To act as the Academy lead on Data Protection (Data Protection Officer), ensuring all freedom of information and subject access requests are recorded and responded to in accordance with general data protection regulations, following records management and data breach procedures, carrying out data protection impact assessments and ensuring all staff complete GDPR training on a regular basis.
- To oversee and manage all staff absences (including attendance meetings, annual leave and maternity records).
- To maintain staff training records and CPD logs, ensuring professional development arrangements are in place for operational staff.
- To oversee HR which includes issuing staff with contracts, increment and variation letters and annual salary statements, ensuring salary indicated reconciles with payroll.
- To lead on operational aspects of whole academy events and consultations e.g. Open Evening, INSET days, admissions policy consultations.
- To lead on main entry admissions using the school access module to verify and rank all applications, monitor acceptances and maintain the waiting list, operating as the lead contact and conducting tours in liaison with the Vice Principal.
- To manage lettings and events, in liaison with the Site Team
- To take the lead on liaison with the Academy's uniform suppliers
- To understand and commit to the vision, values and objectives of the Aspirations Academies Trust and Budmouth Academy and attend Trust and Academy events as required.
- To ensure all staff are aware of and comply with academy policies and procedures
- To take a lead role in evacuation procedures.
- To ensure members of the team are able to cover a broad range of roles and responsibilities and that areas of knowledge/expertise are shared, including effective deployment of staff.
- To be a first point of contact for staff regarding queries and problems, providing guidance and support on individual employee relations.

Health and Safety

- To support the school Health & Safety/First Aid Officer/SLT to ensure compliance of the Health and Safety Policy across the Academy.
- To take a lead role in any evacuation procedures and to act as a Fire Warden for the Academy when requested.
- To assist and arrange cover for the Medical Officer as required.
- To help develop and support a safe, secure and healthy environment within the Academy as a whole, undertaking duties as necessary at lesson change over.

Other Duties:

- Act as a role model and set high standards and expectations of conduct and behaviour
- Promote positive values and good behaviour; deal promptly with incidents in accordance with school policy
- Attend relevant duties and school meetings as required, including SLT meetings (Tuesdays 3.15-5.15pm)
- Participate in relevant training and development opportunities as required.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and students, located in all of the teaching areas, and take appropriate action should the need arise
- Retain the confidentiality of all aspects of school life, and handle confidential information with the utmost discretion
- To take confidential minutes/notes in meetings as required, including meetings outside of normal working hours
- Comply with all decisions, policies and standing orders of the school and Aspirations Academies Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's corporate policies
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions
- Undertake such other duties as may be reasonably required appropriate for the level of the post

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

Job description prepared by:	Academy Principal
Date:	January 2026

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.