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| **Ernest Bevin College**  **For Discussion - Job Description**  EBC_Badge_Col |

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| Title: School Business Manager 36 hours per week – All Year Round | **Salary Scale:** Scale PO7 – PO8 |
| **Supported by and reporting to**: Principal | Assisted by: Head of Network Services, Finance Manager, Premises Manager, HR Officer, Finance Officer, Marketing & Communications Officer, Administrative Team |

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| **Main Purpose of Role** | * To manage the delivery of all non-academic operations for the college. This role will be critical to ensure that the operational functions of the college are delivered to a high standard * Is responsible for managing the strategy and operation of the business functions of our college, including financial management, human resources, network services, marketing and communications, health and safety, compliance, and administration * The post-holder will be an active part of the college’s Senior Leadership Team and will be the Principal’s main point of contact for all non-academic issues * Alongside the Finance Manager, oversee all payroll matters including monthly profiling * In conjunction with the LA, ensure that the annual School Workforce Return (SWR) is accurate and uploaded within the required timeframe * Working in close collaboration with the Head of Network Services, ensure that all elements of the pupil census upload are correct in order to maximise funding for the college * To contribute to the setting and delivery of strategy. Ownership for the delivery of all business operations tasks * In conjunction with the Finance Manager, lead on all financial matters in the college to ensure the college’s successful financial performance and financial decisions are clearly linked to strategic goals * To advise on best accounting practice to improve and enhance service delivery and to provide close budget monitoring for operational and reporting purposes * Implement a marketing plan for the college, which utilises the college website, signage, the prospectus, and communications with current and prospective parents * Monitor developments in technology and consider how it can be used to enhance the college’s business processes, teaching and learning, and staff wellbeing * Promote the college in the local community * To lead on all HR matters with the support of the college’s HR Officer * To work collaboratively with Team Leaders responsible for Finance, IT, Facilities, Marketing & Communications and Administration and ensure that successful planning and implementation is in place to ensure that the College Improvement Plan and Policies are followed and that the appropriate authorisations are sought. * In conjunction with the Marketing and Communications Officer to research and act on potential income streams through lettings and explore the generation of additional college income through fundraising ideas * The post-holder will manage all support staff through agreed line management within the teams of the HR, Facilities, Network, Administration and Finance. * Work closely with the Finance Manager to provide first class support, information, and guidance as necessary to meet the college’s statutory requirements from stakeholders and auditors. * Able to represent the college on internal and external working groups |
| Role Responsibilities | Finance Operations:   * To have proven excellent working knowledge on the college’s computerised financial system (SIMS FMS) and standard software packages to support the delivery of the service * To ensure all services managed by the Finance Manager are performed within the LA Financial Services Handbook. * In conjunction with the Finance Manager, provide input for budget and forecast modelling * Alongside the Marketing and Communications Officer, develop and implement the college’s fundraising and income generation strategy, choosing fundraising priorities in line with the college improvement plan and to seek out and apply for grants   Human Resources:   * To work closely with the HR Officer * Manage college HR activity including recruitment, induction, maintenance of job descriptions and records of performance management * Ensure routine staff absence monitoring is in place and oversee attendance management procedures including return to work interviews * Co-ordinate CPD for all support staff * Under the direction of the Senior Leadership Team, refer serious staffing issues to the Local Authority HR Team for support and guidance following approval by the Principal * Support the Principal and give advice on HR matters   Administration:   * Manage all aspects of college administration including Reception, parental and student communications, website and marketing * Manage all aspects of premises in line with the college’s Lettings Policy * Maintain oversight of all aspects of college trips (costing, communications, planning, risk assessments), in line with the college’s Charging & Remissions Policy * Ensure the college achieves best value for local contracts and maximum value is extracted from existing contracts * Be the principal contact for external catering and cleaning providers ensuring all legal and contractual duties are met and managing local operational issues * With the Finance Manager, manage the Service Level Agreements (SLAs) with the Local Authority ensuring best value for money * Work closely with the Directors of Learning to ensure the effective management of Free School Meals and the provision for students who attract a post 16 bursary   Network:   * Alongside the Head of Network Services, develop and maintain an IT Resources Plan with a clear 3 year strategy for hardware, software and maintenance detailing a rolling programme of investment * Ensure the IT Asset Register is maintained and kept up to date and that device lifecycle procedures are followed * Ensure helpdesk requests are answered promptly and that a high-quality and effective level of support to the college’s user base * Ensure the college infrastructure is developed in conjunction with the Head of Network Services and is implemented and maintained in accordance with the college’s specification   Facilities/Site Services:   * Working with the Premises Manager, to develop and maintain an Estate Plan with a clear 3-year strategy for college capital projects and maintenance, detailing a rolling programme of investment * Ensure that the Preventative Planned Maintenance schedule is accurately completed and maintained * Manage capital projects * Take overall responsibility for the management and maintenance of the site and for the effective implementation of Health & Safety Policy and Procedure to create a safe environment for staff and students * Ensure the college caretaking and cleaning staff undertake maintenance regimes as prescribed and that they facilitate and supervise the work of College-appointed contractors for specialist servicing/testing and maintenance/projects * Ensure the premises team respond appropriately to resolve reactive maintenance issues * Where requested by the Premises Manager, appropriately commission site-specific works and keep records * Work alongside the Premises Manager to support all premises or Health & Safety audit visits * Select contractors in line with college protocols and create/update central contractor record, ensuring all required documentation is on file (e.g. Public Liability Insurance, Health and Safety records) * Ensure the Asset Register is maintained * Ensure PAT is in line with requirements, providing training for departments as appropriate * Take operational responsibility for the effective provision of minibus travel   Governance:   * Maintain the College Risk Register and business continuity planning * Lead on Data Protection and Health & Safety compliance * Coordinate training for all staff in Health & Safety, as Fire Wardens and First Aiders, ensuring all Risk Assessments are up to date and centrally stored * Provide all reports to the College Governing Board according to the schedule of meetings and ensure all members of the operational team meet deadlines |
| **Whole School Responsibilities** | * To be aware of, comply with and officially support the policies and procedures of the college including those relating to child protection, health, safety and security, confidentiality and data protection, and privately challenging breaches and reporting all concerns to an appropriate person * To contribute to the development and review of the college’s policies as appropriate, particularly those which relate to the main purpose of this role. * To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with college policies and relevant legislation |
| **Professional Skills** | * Have excellent, proven and professional financial skills and sound knowledge of financial policies and procedures * Experience in interpreting complex financial data and the ability to present this to senior staff and where appropriate stakeholders including Governors * Excellent literacy, numeracy, and organisational skills * Maintain accuracy and good record keeping of in all aspects of their role * Is methodical and works in a tidy manner to act as a role model to the teams that they lead * Ability to contribute towards working successfully as part of a team * Effective ICT skills to provide a high level of business support * To use the college’s management information system to provide detailed reports as required and as an information source * Ability to relate to all sections of the community, both adults and children. * In conjunction with the Principal, take personal responsibility for the identification of learning, development, and training opportunities * To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role * To undertake within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post or as directed by the Principal or member of the Senior Leadership Team * Share expertise and skills with others to ensure that a high level of business continuity is maintained * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others |
| **Personal and Professional Conduct** | * Treat students and staff with dignity, building relationships always rooted in mutual respect and observing proper boundaries appropriate to staff member’s professional position * Have regard to the need to safeguarding students’ wellbeing in accordance with statutory provisions * Show tolerance and respect for the rights of others * Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * Ensure that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law * Have a proper and professional regard for the ethos, policies and practice of Ernest Bevin College and maintain high standards in their own attendance and punctuality * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos, work and aims of the college |
| **Safeguarding** | * To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation * To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role * To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection * Develop constructive relationships and communicate with other agencies and professionals |

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is within your grade but not specified in this job description.

**August 2021**

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| **Ernest Bevin College**  **Person Specification**  EBC_Badge_Col |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALFICATIONS** | * Minimum L3 qualification in a relevant discipline * SBM qualifications and/or Accountancy/Finance qualifications * 5 x GCSEs at A\*- C or equivalent including English and Mathematics | * Graduate * Business and administration Qualifications * Health and Safety Qualifications * HR (CIPD) Qualifications |
| **EXPERIENCE** | * Experience in at least 2 relevant areas of the Job Description * Self-starter and flexible with the ability to drive change to make processes more robust and/or efficient * Working knowledge of SIMS * Experience of running operations in a school/college * Experience of marketing organisations and utilising social media to promote business growth * Understanding of GDPR legislation * School/College HR experience * Previous experience of line management * Previous experience of working in a school/college environment * Experience of operating school/college MIS system * Experience of running operations across a complex organisation | * Experience of marketing organisations and utilising social media to promote business growth |
| **SKILLS** | * Excellent interpersonal skills and gravitas to interact with college leaders on a regular basis * Ability to manage multiple work streams concurrently * Commitment to work on own initiative and to work flexibly to meet deadlines as set by senior leadership team and all stakeholders * Ability to respond to unplanned situations with co-operation and professionalism * Able to be positive and enthusiastic and sympathetic to the needs of others * Highly organised with good attention to detail * Proficient with Microsoft Office applications (Word, Excel and PowerPoint) * Confident in producing, manipulating, analysing and presenting complex data in appropriate formats for a range of audiences |  |
| P**ERSONAL QUALITIES AND CHARACTERISTICS** | * Suitable to work with children * Excellent communication skills, both oral and written * Commitment to own learning and development * Work in ways that promote equality of opportunity, participation, diversity and responsibility * Energetic, enthusiastic, and practical * Thorough, organised, conscientious and reliable * Resilience and stamina when faced with busy and demanding situations * Confidence to hold firm with parents, staff and students when challenged in order to maintain college standards * Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents. staff and outside agencies * A forward-thinking approach * Ability to be reflective and self-critical * Commitment to the promotion of equality of opportunity * An excellent professional role model (e.g. maintaining an excellent personal attendance & punctuality record) * Maintain confidentiality and adhere to GDPR * The drive to help ensure EBC is the best education provider in the area * Commitment to the college vision, aims and ethos, its community and the college improvement plan. | Understand the importance of strategic change |

**August 2021**