

JOB SPECIFICATION

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| Job Title: Business Manager | Grade: 11 |
| Department: Senior Leadership Team at Upper Batley High School | Accountable to: Headteacher |
| Contractual Terms: Permanent | Responsible for: Business Support Staff- Office team Premises staff- caretakers & cleaners |

Overall Purpose of the Job:

The Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to ensure that the school meet its educational aims.

The postholder will be responsible for providing professional leadership and line management of senior support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The postholder will promote the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

The Business Manager is responsible for the Administration Management/Human Resources/ Facility & Property Management/ Health & Safety Management of the School. The Business Manager will undertake Human Resources case work under the direction of the Human Resources Manager within the MAT central team.

Key Duties and Responsibilities:

Leadership and Strategy

1. Be part of the Senior Leadership Team (SLT), and attend SLT meetings, full Governing Body and appropriate Governors' sub-committee meetings
2. Contribute to strategic decision making within the school's Senior Leadership Team
3. Plan and lead change in accordance with the school development/strategic plan.
4. Lead and manage all school business support staff and premises staff.
5. Develop and update a wide range of school policies ensuring that they are communicated effectively. Liaise with the Compliance Manager regarding MAT policies.

Administration Management

1. Lead the whole school administrative function with the assistance of senior support staff.
2. Provide day to day administrative support to the Headteacher including minute taking and diary management.
3. Design, manage and maintain administrative systems that deliver outcomes based on the school's aims and goals.
4. Establish and use effective methods to review and improve administrative systems.
5. Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines.

Human Resources

1. Ensure timely completion of payroll information and communicate changes to staff members.
2. Ensure that all databases are maintained with up to date personal information.
3. Undertake management investigations when required with support and advice from the central HR team.

4. Be responsible for updating the Single Central Record with all relevant information for governors, staff, supply staff, volunteers and contractors in school and liaise with external agencies for information required for the SCR.
5. Oversee the daily cover arrangements including liaison with agencies to ensure the best value of the deployment of agency staff.
6. Support all recruitment, appraisal and staff development within school ensuring that it follows the agreed policies and procedures.
7. Oversee performance management, appraisal and development for support staff ensuring appropriate CPD is offered. Oversee recruitment in liaison with the HR team.
8. Produce HR reports on a range of subjects for SLT, Governors and Trustees.
9. Develop a well-being strategy and initiatives for the school to ensure that staff feel supported and staff well-being is a key focus for the school.
10. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
11. Ensure staff have a clear understanding of both MAT and school policies and procedures and the importance of putting them into practice. Ensure school policies are reviewed by the appropriate member of staff at timely intervals.
12. Monitor the way policies and procedures are actioned and provide support where necessary.
13. Seek and make use of specialist expertise of the HR team.
14. Evaluate the school's strategic objectives and obtain information for workforce planning in liaison with the HR team.
15. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
16. Contribute to job evaluation panels for the MAT.

Facility & Property Management (in conjunction with the MAT Assistant Headteacher - Facilities Management)

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Oversee the management of the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Liaise with the MAT Assistant Headteacher regarding utilities, site services and equipment.
5. Ensure sound practices in estate management and grounds maintenance are followed.
6. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
7. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
8. Oversee the management of the letting of school premises to external organisations, for the development of the extended services and local community requirements.
9. Ensure that all relevant lettings documentation and related information (e.g. lease risk assessments) is in place and up to date.
10. Oversee maintenance projects such as painting, pest control, window repairs and tree cutting.

Health & Safety Management

1. Manage the deployment of premises staff (caretakers and cleaners), in order to ensure appropriate levels of cover (especially during evenings, weekends and holiday periods).
2. Arrange with contractors/oversee maintenance projects such as painting, pest control, window repairs and tree cutting.
3. Act as the school's Health & Safety Co-ordinator.
4. Ensure the Health & Safety policy statement is implemented at all times and put into practice also ensuring that it is communicated and available to all stakeholders.
5. Promote and advise on all relevant Health and Safety legislation and policies relevant within the school.
6. Ensure all staff receive appropriate Health and Safety training.
7. Facilitate regular consultation with staff on Health and Safety issues.
8. Ensure accidents and near misses are reported and investigated in accordance with relevant policies.
9. Ensure systems are in place to enable the identification of hazards and risks e.g. recording of accidents/hazards and risk assessments.
10. Ensure all risk assessments are in place, in consultation with the Assistant Head- Facilities (MAT)/H&S Consultant.
11. In conjunction with the Assistant Head- Facilities (MAT), ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

- A sound knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation.
- Create a culture that allows colleagues and learners to be open and honest about issues affecting them and put in place actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

The following section is the requirements for the job and lists the essential and desirable requirements needed in order to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Please note:

E = Essential criteria to be able to undertake the job

D = Not essential to undertake the role but would be beneficial

A = Application Form

I = Interview/Assessment process

| Criteria | | Essential/ Desirable | How Assessed | |
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| Qualifications: | Educated to degree level in a qualification relevant to the role or equivalent experience. | E | A | |
| | Willingness to undertake any additional qualifications relevant | E | A/I | |
| Experience: | Experience of working in a busy office environment of a professional nature. | E | A | |
| | Experience of working within an educational/multi agency setting. | D | A/I | |
| | Experience of managing and developing staff members. | E | A/I | |
| | Relevant considerable experience to meet the requirements of the role. | E | A/I | |
| | Experience of undertaking investigations on a range of issues such as HR or H&S. | E | A/I | |

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| Knowledge and Statutory Requirements: | Knowledge of the Trust's and school's Policies, processes and procedures | D | A/I | |
| | Knowledge of Human Resource practices. | E | A/I | |
| | The post holder requires in depth knowledge of the statutory requirements relating to the role for H&S and the Trust's statutory requirements. | D | A/I | |
| Planning, Organisation and Mental Challenge: | Creative and development skills and the ability to accurately provide management information, as and when required. | E | A/I | |
| | Judgemental skills in order to deal with complex and contentious problems and create solutions/ plans. | E | I | |
| Empathy & Social Intelligence: | The post holder requires a good level of self-awareness, self-management, social awareness and relationship management together with considerable empathy, understanding and the ability to accurately read, anticipate and understand the needs, motivations, beliefs and desires of others. | E | A/I | |
| Interpersonal & Communication: | The post holder requires excellent communication and interpersonal skills to relate, provide advice and guidance to people at all levels internally and externally. | E | A/I | |
| | Ability to remain calm under pressure. | E | I | |
| | Confident and enthusiastic. | E | I | |
| Physical Skills and Demands: | The post holder is expected to have a considerable demand for precision and speed to be able to accurately input information to meet strict deadlines. | E | I | |
| Initiative & Independence: | Working within recognised procedures, the post holder will be expected to self-manage own workload and make frequent decisions when dealing with difficult and unanticipated problems on behalf of the school. | E | I | |
| Emotional Challenge and Resilience: | The post holder will be expected to deal with emotive and challenging people and issues on a fairly regular basis. | E | I | |

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| Philosophy and Commitment: | A personal commitment to lifelong learning and continuous professional development. | E | I | |
| | Commitment to high standards, best value and continuous improvement. | E | I | |
| | A 'can-do' approach and positive attitude to innovation and change. | E | I | |
| Personal Qualities: | Ability to contribute and develop effective team working. | E | I | |
| | Ability to work confidentially and with discretion. | E | I | |
| | Excellent organisational skills. | E | I | |

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| <p><u>Responsibilities for Resources:</u></p> <p>Line Management Responsibilities: Business Support staff, Caretakers and Cleaners</p> <p>Financial Responsibilities: Oversight and effective management of budgets for office, associate staff CPD and Health & Safety, SLT, amounting to £60K.</p> <p>Physical Resources: The postholder has significant responsibility for the care, accuracy, confidentiality and security of both staff and learner information. The postholder will have responsibility for the site and adaptation of this which are of high value</p> |
| <p><u>Responsibility for People:</u> The post holder has a considerable direct impact on the well-being of learners due to the nature of the work around premises management and health and safety.</p> <p><u>Responsibility for Policy Development:</u> The post holder will have direct responsibility for policy development within the school.</p> <p><u>Responsibility for Learner Outcomes:</u> The post holder will have limited direct impact on the educational outcomes of learners.</p> |
| <p><u>Working Conditions:</u></p> <p>The postholder predominantly works in an office environment, however, will be required to undertake inspections of the site both inside and outside.</p> <p>The postholder will exposure to people issues throughout the working day.</p> |
| <p><u>Main Contacts:</u> The post holder must always project a professional image when dealing direct with colleagues, governors, parents/carers, learners and external bodies.</p> |
| <p><u>Characteristics of the post:</u> The employment checks required of this post are:</p> <ul style="list-style-type: none"> ➤ Evidence of entitlement to work in the UK ➤ Evidence of essential qualifications ➤ Two satisfactory references ➤ Evidence of a satisfactory safeguarding check e.g. an Enhanced Disclosure and Barring Service Check for Regulated Activity ➤ Confirmation of medical fitness for employment as required ➤ Registration with appropriate bodies (where applicable) |

Date Completed: 21/05/19

Signature of Post holder:

Date:

This is a description of the job as it exists at present; All Trust Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

Please make sure that you can demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on our application form. The letters A, B and C in the "Rank" column refer to the importance we will give to your answers when we read your application. You must all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during your induction period.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled candidates. We have tried to do this, but if you have a disability and identify any barriers in the job specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview, etc.