



We are His body, living and learning as one.

Job Description

Business Manager

Apart from other colleagues, the main contacts of the job are the headteacher, teaching staff, other support staff, pupils, parents, governors and the Trust Strategic Finance Officer.

Main purpose of the post

To organise and supervise administrative systems within the school and to contribute to the planning, development and monitoring of support services within the school.

- To manage school support staff, to include the Caretaker, Office and Lunchtime staff and including coordination and delegation of relevant activities.
- To work collaboratively with all staff and parents in order to ensure pupils achieve the best possible outcomes and support pupil well-being.
- To work with Trust staff and colleagues in other schools in the Trust to ensure consistent standards and business processes, service continuity and continuous improvement in all aspects of support.
- To be responsible for leading the school support function on behalf of the Headteacher working closely with the CFOO in relation to the Trust.

Main duties and responsibilities:

Organisation

To provide management and leadership to support staff within a multi-disciplinary support structure.

To be responsible for the implementation of recruitment, induction, performance management, training and mentoring systems for support staff.

To prioritise and organise own workload and that of other support staff to meet conflicting deadlines in consultation with the operational needs of the school.

Administration

To contribute to the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school and wider Trust.

To determine the need for and to provide detailed analysis and evaluation of data and produce complex / detailed reports for a range of stakeholders and information as required

To respond independently and timely to complex correspondence relating to this role.

To be responsible for the submission of relevant information to the Senior Management Team, the Governing Body, the Multi-Academy Trust and outside agencies.

To manage the administration of the payroll data submission to the Payroll provider for teaching and support staff

To develop / record information systems which monitor and analyse issues relating to the day- to- day running of the school

Resources

To work with the Headteacher, LGB, CEO and CFOO in developing a balanced Budget and 3 year financial scenario.

To be responsible for the administration of financial systems and work with different stakeholders to ensure that approved Budget is managed effectively at a local level

To ensure the support services' business processes fully comply with the Trust's Financial Handbook

To be responsible for the prompt banking of cheques, and safe management of resources in line with financial procedures

To take a lead role in the appropriate deployment of support staff, recruitment of support staff and in managing associated employment procedures

To manage non-curriculum service contracts and Service Level Agreements

To be responsible for the management of facilities including use of major building premises and associated income, and major building works and projects, for example, new development.

To lead the development of Health & Safety plans within the school, ensuring that they are regularly reviewed and issues identified

To ensure emergency and contingency plans are in place and that any risks / issues are mitigated

Responsibilities

To ensure accuracy and confidentiality of information produced relating to the management and administration of the school

To develop constructive relationships and communicate with other agencies and professionals

To recognise own strengths and areas of expertise and use these to advise and support others through delivering CPD, coaching and mentoring

To work closely with the Headteacher, leadership teams and governors to nurture and develop the Catholic ethos of CCCAT.

General

To attend training and administer basic first aid as and when required

To maintain confidentiality relating to the staff and students of the school at all times.

To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances

To undertake all duties with full regard to the Health and Safety at Work Act

To contribute to the overall ethos, work and aims of the School and Trust

To participate in training and other learning activities and performance development as required

To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the school as may be reasonably expected, which are commensurate with the grade of this post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

¹ Please note that whilst the successful candidate will be appointed to St Anthony's in the first instance, the Trust reserves the right to deploy staff at any of its schools depending on need, where agreement is reached with all parties.

Person Specification

Business Manager

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
Qualifications		
Possession of Certificate of Schools Business Management qualification (CSBM) or willingness to work towards with support of the school or equivalent	E	A/I/R
Possess excellent numeracy, literacy and verbal communication skills	E	A/I/R
Experience		
Have considerable experience of working in an office environment at a senior level	E	A/I/R
Managing staff	E	A/I/R
Excellent team working and leadership skills	E	A/I/R
Knowledge/Skills/Abilities		
Have a full knowledge and understanding of the legislative framework of schools and education	D	A/I/R
Ability to interpret advice and statutes and to devise policy and practices in light of these	D	A/I/R
Excellent analytical skills to understand, interpret and utilise statistical data and management information	E	A/I/R
Excellent ICT skills and to be able to effectively use specialist software packages	E	A/I/R
Excellent communication and negotiation skills with all stakeholders	E	A/I/R A/I/R
Ability to manage a multi-disciplinary team and demonstrable evidence of effective staff management, motivation and development, including the establishment of a positive performance culture delivering continuous school improvement	E	A/I/R
Demonstrable ability to plan and deal with competing priorities to ensure the changing and developing needs of the school are met	E	A/I/R
Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures	D	A/I/R
A broad understanding of the value and use of new technologies in improving and modernising working processes	D	A/I/R
Successful experience of implementing, developing and maintaining and effective administrative systems in a busy school environment	D	A/I/R A/I/R
Knowledge of project management and monitoring strategies	D	
Ability to organise own workload and that of others to meet conflicting deadlines	E	A/I/R
Have the ability to self-evaluate your learning needs and actively seek learning opportunities	D	

Personal styles/Behaviour		
Be willing to contribute to the Catholic ethos of the Trust	E	A/I/R
To act with the utmost integrity at all times	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges.	E	A/I/R
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement at both school and Trust level	E	A/I/R
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students.	E	A/I/R
Personal commitment to the Trust's professional standards, including dress code as appropriate.	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times.	E	A/I/R
To uphold all aspects of Willingness to undertake first aid training and administer first aid as required.	E	A/I/R
safeguarding.	E	A/I/R
Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.	E	A/I/R

Application/Interview/References/Selection Process: The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**

