

## Job Description

### Assistant School Business Manager



For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

<b>Job Title</b>	Assistant Business Manager
<b>Accountable To</b>	Business Manager
<b>Job Purpose</b>	Support Business Management function of the school and lead on recruitment
<b>Salary</b>	NJC Scale 25 – 28 £33,945 - £36,648 pro-rata (pay award pending) 36.5 hours per week, year-round (term-time only also considered)
<b>Start Date</b>	As soon as possible

*This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).*

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.*

#### Key Objectives

- To lead the Academy's recruitment, ensuring that the Academy is fully and appropriately staffed
- To act as an Office Manager, ensuring the smooth and efficient running of the main administration office of the school
- To assist the Business Manager as required with other duties

#### Responsibilities as Recruitment Lead

- To work with the Business Manager and SLT to map the Academy's recruitment needs (teaching and administrative)
- To develop and put into practice a recruitment strategy which seeks to ensure the Academy is fully staffed at all times
- To manage links and contracts with advertisement sites, recruitment agencies and other more local recruitment boards, seeking best value, and gathering evidence of the most effective ways of promoting the opportunity to work at the Academy
- To ensure social media is used productively to assist in recruitment
- With administrative support, to draft and post advertisements, social media posts and other forums promoting opportunities to work at the Academy, then monitor interest and respond promptly to those expressing interest
- To coordinate and manage interview schedules
- To work with our Personnel Assistant to ensure safeguarding and other checks are carried out as necessary, prior and post-interview.
- With the Business Manager, to continue to develop our "Good Reasons to work at GWA" documentation

### **Responsibilities as Office Manager**

- With the Business Manager, to oversee the work of the Academy's front office team
- To line manage members of the front office team, as agreed with the Business Manager
- To ensure a positive and supportive working atmosphere within the front office team
- To seek to provide development opportunities for members of the front office team, as appropriate

### **Assisting the Business Manager**

- To support the Business Manager as appropriate. This may include:
  - working with the premises, finance and administration teams
  - assisting with statutory returns to the DfE and other bodies
  - providing information for reports to Governors
  - deputising for the Business Manager in their absence

To undertake other reasonable duties commensurate with seniority and grade.

# Person Specification

Assistant Business Manager

	Essential	Desirable	Assessment
<b>Qualifications</b>			
GCSE English and Maths at C/4 or better	✓.		Application
Level 3 Qualifications (A-levels or equivalent)	✓.		Application
Level 4 or degree level qualifications		✓.	Application
Business Management, Recruitment, HR or other relevant qualification		✓.	Application
Evidence of recent professional development		✓.	Interview
<b>Experience</b>			
Knowledge and experience of recruitment processes		✓.	Application
Experience of working in a school, academy or college		✓.	Application
Evidence of successful team working		✓.	Application / Interview
Experience of successful line management		✓.	Application / Interview
<b>Knowledge and Understanding</b>			
Good knowledge of the current educational landscape		✓.	Interview
Sound knowledge and understanding of the importance of safeguarding	✓.		Interview / Reference
Willingness to learn or train to develop knowledge and understanding further		✓.	Interview
<b>Personal Qualities</b>			
Ability to build and maintain quality relationships through effective communication, professional integrity and strong teamwork	✓.		Interview
Able to inspire trust and confidence across the whole school community	✓.		Interview / Reference
Effective listening, verbal and written communication skills	✓.		Interview
Good organisational skills with an ability to prioritise own workload and respond quickly to changing circumstances	✓.		Interview
Possess strong personal presence and able to act as a successful ambassador for the Academy	✓.		Interview / Reference
Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience	✓.		Interview / Reference
A good sense of humour	✓.		Interview
High levels of integrity, compassion and trust	✓.		Interview / Reference