



INFORMATION PACK

BUSINESS MANAGER

Scale M
FTE £45,859 –
£52,243

Business Manager Role

Our Business Manager plays a vital role in the strategic life of The Latimer Arts College.

The successful applicant will be passionate about improving outcomes for our students; they will bring business acumen, creative flare and imagination to the position; and they will provide calm and authoritative leadership. They must have a strong financial background!

As an associate member of the Senior Leadership Team (SLT), along with the governing body, the post-holder will contribute to the strategic direction of the College, with energy, commitment and boundless enthusiasm. They will complement the considerable talents of the teaching leaders by bringing a business-based perspective and creativity.

At The Latimer Arts College, all of our staff are determined to make the College the best that it can be for each and every one of our students. Behind this is a substantial “business”:

- We have an annual budget of £5.5m
- Our buildings and other assets are worth around £35m
- We have a staff team of approximately 150

The Business Manager is ably supported by a highly professional body of staff who deliver excellent support services to the College. The Business Manager line manages or works closely with the following role holders:

- Estates Manager
- IT Network Manager
- Finance and Personnel Team

The Business Manager is also the primary contact for suppliers and business partners who collectively turnover around £250,000 pa of College business in the areas of:

- HR
- Cleaning
- Catering
- The Masque Theatre

In addition, the successful candidate can expect to contribute to the management of significant capital improvements to our buildings and facilities in the next few years for which we are investing £500,000 from our reserves.

This is an exciting time to be joining the College and this role provides an enviable opportunity for the post-holder to explore and find imaginative ways to make the funding go further and ensure the assets of the College are utilised to the full.

Job Description — Business Manager

Role:	Business Manager
Line Manager:	Principal
Direct Reports:	Estates Manager Finance and Personnel Team IT Network Manager
Scale:	NJC Grade M, Point 42 – 47

General Responsibilities

- To secure outstanding student achievement by ensuring that the College provides best value for money in the areas of Finance, Personnel, Premises and IT.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;

Financial Management

- To prepare, plan, monitor and evaluate the annual College budget to ensure that it is effectively deployed to serve the College's improvement plan;
- To maintain a rolling three year financial forecast using available information and realistic assumptions;
- To monitor College performance against budget, identifying threats to achieving the budget and initiating corrective action where necessary;
- To work with individual budget holders to ensure they meet budgets, challenging and supporting where necessary;
- To report termly to governors and to the Senior Leadership Team on financial performance against budget and changes to the longer term financial forecast;
- To line manage the Finance Team and ensure that all of the College's finance systems are robust, comply with legal standards and that financial accounts are reported to NNC Finance accurately and on time, including the annual Schools' Financial Values Standard (SFVS) return;
- To lead on ensuring that external contracts provide a high quality service and good value for money;
- To seek examples of best practice and constantly improve systems and processes for the benefit of teaching and learning across the College;
- To lead on ensuring that the College has stable finances by actively seeking opportunities to improve the College's financial position, including through strategic partnerships and income generation.

Job Description continued

Personnel Management

- To lead in ensuring that effective and highly professional processes in human resource activity, in line with employment legislation and College policies and procedures, are carried out;
- To oversee the maintenance of the College's single central record ensuring necessary compliance;
- To advise the Principal, Governors and staff on HR matters and to manage the relationship with the College's external HR Advisors;
- To authorise payroll and oversee the administration and control of payroll;
- To lead on absence management for all staff;
- To ensure that the College promotes equality of opportunity and tackles discrimination.

Estates and Facilities Management

- To line manage the Estates Manager to ensure that the College's Health and Safety policy is implemented so that the learning environment is safe and well-maintained;
- To lead on ensuring that the College's incident management and business resumption plans are suitably maintained so that the College is prepared to deal with any incidents that may arise;
- To lead in ensuring that the College site is managed and improved by devising and monitoring the College's premises improvement strategy and leading on specific improvement projects as is appropriate;
- To line manage the IT Network Manager to ensure that the College's use of technology and its IT infrastructure are highly efficient and effective in supporting the learning process;
- To ensure that all appropriate public liability and employer insurance policies are in place, in liaison with the Estates Manager, and that relevant user licences are in place, in liaison with the IT Network Manager;
- To manage any joint ventures for the use of College facilities.

Marketing

- To lead in promoting the College to a range of audiences and to raise its profile at a local, regional and national level to ensure that relationships are built and maintained to foster a positive environment in the community, including developing the College website and other promotional literature.

Additional Responsibilities

- To act as Data Protection Officer (DPO) and ensure that the College complies with the GDPR legislation;
- To contribute to devising, reviewing and evaluating the College's Self Evaluation Framework document and College Improvement Plan;

Job Description continued

- As an associate member of SLT, to be advocate for the non-teaching staff across the College;
- To measure and improve the quality of service delivered by non-teaching teams to the College;
- To attend all Governors' Finance, Personnel and Premises sub-committee meetings and certain meetings of the Full Governing Body throughout the year;
- To maintain the College's record of policies and procedures and to own the policies and procedures relevant to the job holder's areas of responsibility;
- To undertake any additional duties as required by the Principal.

The above information is not an exhaustive list of tasks that the post-holder will be required to carry out, but it does outline the main duties.

Person Specification—Business Manager

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
First Degree (or equivalent qualification), and/or a recognised professional qualification as a business manager or in accounting, banking or business management	X		Application form/Verified at interview
CSBM or DSBM		X	Application form/Verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference/Interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Prior experience of working within the education sector		X	Application form/Reference
Prior experience in, and understanding of, financial processes and procedures	X		Application form/Interview
Experience in managing a multi-million pound budget	X		Application form/Interview
Prior experience of working with the SIMS Financial Management System (FMS) or similar financial management applications	X		Application form/Interview
Proven experience in developing and implementing business plans for a number of teams	X		Application form/Interview
Full understanding of equal opportunities and Health and Safety legal requirements	X		Application form/Interview
Proven experience in and understanding of human resource activity	X		Application form/Interview
Strong knowledge of the General Data Protection Regulation (UK GDPR)	X		Application form/Interview
Proven experience of leading and managing a number of teams performing a range of activities at senior level	X		Application form/Reference/Interview
Experience of bid writing and managing projects		X	Application form
Skills	Essential	Desirable	Method of Assessment
Ability to naturally and effectively communicate with a range of audiences and show skills in negotiating, influencing and problem solving	X		Application form/Interview
Ability to lead and manage change which has a positive impact on improving an organisation	X		Application form/Interview
Creative thinker and problem solver	X		Application form/Interview
A highly competent user of ICT	X		Application form/Interview
Ability to monitor and interrogate data	X		Application form/Interview
Excellent organisation, prioritisation and time management skills	X		Application form/Reference/Interview
Personal Qualities	Essential	Desirable	Method of Assessment
Authoritative, consistent and fair: a commanding presence	X		Application form/Interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Reference/Interview

Person Specification—continued

SELECTION CRITERIA (no priority order)			
Personal Qualities (continued)	Essential	Desirable	Method of Assessment
Ability to work as part of a team	X		Application form/Interview
Ability to make sound decisions consistently, even under pressure	X		Application form/Interview
Evidence of resilience when working effectively under pressure	X		Application form/Interview
Positive, “can do” attitude	X		Application form/Interview
Good sense of humour	X		Application form/Interview
Additional Requirements	Essential	Desirable	Method of Assessment
Willingness to contribute to the wider aspects of college life	X		Interview
Evidence of commitment to professional development	X		Application form/Interview