

Business Operations Manager - Special Blackburn Grade H (SCP 29 – 33)

Job Description

JOB PURPOSE

Working as part of the Senior Leadership Team, lead the business operations functions within the school, providing effective management to ensure an efficient service is delivered to all stakeholders.

KEY RESPONSIBILITIES

1. Leadership & Management

- Provide strategic leadership and development of the business operations functions of the school and its estate in line with overall trust policies and procedures.
- Liaise effectively with the central trust team to develop and maintain strong, collaborative working relationships and share good practice throughout the trust.
- Provide operational leadership for all business services.
- Lead on designated aspects of finance, human resources, facilities and estates, health and safety, catering, IT, governance and data protection, working in collaboration with trust leads.
- Manage the contracts for the school e.g. cleaning.
- Support the Designated Safeguarding Lead by assisting with safeguarding referrals, maintaining accurate and confidential records, attending relevant meetings and training, and providing guidance to staff on safeguarding concerns. Act as a point of contact for safeguarding matters in the absence of the Designated Safeguarding Lead, ensuring timely and effective responses to safeguarding issues in accordance with statutory requirements and trust policies

2. Finance

- Work closely with the designated Finance Business Partner and Headteacher to ensure the effective delivery of financial processes within the school and that expenditure is managed to budget.
- Work closely with the designated Finance Business Partner to ensure the financial transactions of the school are up to date within the financial system to allow accurate budget monitoring and forecasting.
- Liaise with the Local Authority to ensure that pupil data is up to date and associated funding is received by the school for the correct period, working with the Finance Business Partner to reconcile and forecast.
- Ensure that 'Best Value' principles are applied to all purchasing decisions which are within the remit of the school in line with the trust financial procedures.
- Oversee purchase requests from budget holders and other staff ensuring timely and appropriately authorised before submitting to trust for processing.
- If any cash is received by the school, ensure that it is held securely and the trust team are advised promptly to coordinate banking.
- Prepare trip costings and oversee pupil payments and trip expenditure, liaising with the central trust team as appropriate.
- Manage free school meals including free school meals vouchers.

3. Human Resources

- Lead the day-to day management of HR within school, seeking advice and support from the designated HR Support Officer on complex matters where required.
- Ensure that employee personnel records are maintained in line with trust guidance, including recruitment checks, sickness, training and holiday records.
- Ensure SCR and HR paperwork is complete, accurate and up to date and that the tracker is monitored and updated in a timely manner.
- Ensure that all staff can access the Employee Self Service portal for payroll and HR, providing support locally to resolve any issues.
- Oversee the timely submission of recruitment requests using the HR recruitment portal.
- Ensure that any variations to contract, leaver and maternity notifications are submitted in a timely and accurate manner and that checking data provided by the central team is checked promptly and any amendments advised in line with payroll processing deadlines.
- Ensure that staff absence data is entered into the HR and Payroll system in a timely manner to ensure that sickness payments are correct and absence reports reflect the latest position.
- Oversee staff cover arrangements in conjunction with operational requirements and available budget.
- Ensure the school's HR policies are clearly communicated to and followed by all staff in school, providing guidance and support to key HR processes including recruitment, sickness absence management, disciplinary and grievance.
- Lead the recruitment, performance management, appraisal and development of all support staff in non-teaching related roles.

4. Facilities and estates

- Working with the Senior Leadership Team and the Site Team, ensure that the school is a safe environment for all stakeholders.
- Lead on Health and Safety within the school, ensuring compliance with all relevant legislation in relation to plant, equipment, mechanical and electrical systems in line with trust policies and procedures.
- Appoint a Fire Officer and ensure that fire wardens are appointed and appropriate training completed by all relevant parties.
- Ensure that the trust premises management system is kept up to date with all routine Health and Safety checks and reports are run regularly to check compliance with statutory requirements.
- Ensure that all staff have access to the trust premises management system to report hazards, near misses and issues and that these are dealt with promptly and escalated as appropriate.
- Ensure that risk assessments are reviewed and updated regularly and any new risks identified are assessed and added to the review schedule.
- Ensure that any health and safety issues are reported to the Senior Leadership Team and the trust central team in a timely manner.
- Ensure the safe maintenance and security operation of all school premises ensuring key holder and alarm monitoring systems are in place.
- Work with the central trust team to develop, manage and implement effective procedures for estate management and maintenance, ensuring that appropriate suppliers are selected from the trust approved list.
- Manage the routine and reactive maintenance of the school site using the trust premises management system and oversee the site & cleaning operatives.
- Ensure any contractors on site are appropriately inducted.
- Ensure ancillary services e.g. cleaning, are monitored and managed effectively.
- Ensure that the school has sufficient first aiders and that they are suitably trained.
- Ensure that staff eligible to drive a school vehicle have completed the necessary training, have annual driver license checks to ensure suitability to drive, have been fully briefed in the daily vehicle checks and safe usage guidance before driving and that any concerns are raised with the Headteacher and central trust team in a timely manner.
- Ensure the trust's arrangements for insurance are effectively managed within the school.
- Comply with all trust reporting requirements in a timely manner.

5. Administration

- Manage the whole school administrative function and administrative staff.
- Develop and maintain effective systems and structures for the effective management of all areas of responsibility.
- Ensure the provision of friendly and effective office, reprographic and reception services to all stakeholders.
- Work in collaboration with school and trust admissions leads to support the effective management of these processes, including the in-year admissions process and implementing the trust Admissions policies.
- Oversee the administration for admissions, exclusions, SEN and behaviour and support the Senior Leadership Team in managing appeals as appropriate.
- Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when student leaves.
- Advise parents of grants, school meals, admissions applications, etc as appropriate.
- Oversee the administration of out of school clubs as appropriate.
- Oversee the administration of visits and school journeys – transport/ letters/ bookings/ money collection as appropriate.
- Support the effective marketing of the school, including adherence to the school's agreed branding, including maintenance of the website.
- Oversee the administration for school events.

6. Management Information System

- Support the operation of the Management Information System (MIS) to ensure that accurate data is maintained in an efficient manner and that the system is used effectively across the school.
- Manage the process for completing and submitting all relevant statistical and statutory returns in line with published guidance and deadlines including pupil census.

7. Governance & Data Protection

- Support the Headteacher and Senior Leadership Team to ensure that effective Governance and Regulatory systems within the school are adhered to.
- Undertake the role of Data Protection Lead for the school to support the Trust in ensuring compliance as Data Controller under the Data Protection Act.
- In acting as the Data Protection Lead ensure that the school is supported in acting in accordance with trust Data Protection Policies and Procedures, including the safe storage of personal data and the reporting of any breaches using the trust data protection portal.
- Ensure that the trust data protection portal contains all relevant school specific data processors, liaising with the trust lead to resolve any queries.
- Support the trust central team to ensure all members of the Local Governing Board have a valid DBS and the Governors Single Central Record is kept updated.
- Organise support for clerking of the Local Governing Body as required and provide a suitable venue for meetings.

8. ICT

- Ensure ICT issues are correctly logged on the ICT Service Desk.
- Liaise with the trust central team with regards to ICT requirements, including systems management.

9. Other

- Promote the trust's vision and champion the trust's values.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, security and confidentiality, reporting all concerns to an appropriate person as soon as they arise.
- Be committed to the principles of on-going professional development and to undertake appropriate training as required.

Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> 5 A*- Cs at GCSE including English and Maths. Experience of managing administrative systems and procedures. Experience in financial, HR, business and/or premises operations. Evidence of Continuous Professional Development. 	<ul style="list-style-type: none"> A degree qualification or equivalent. A professional qualification in Business Management, Accountancy, Human Resources and/or Premises Management. Middle or senior management qualification. Experience of financial procedures and regulations in schools. Experience of policy and practice regarding premises management and Health and Safety. 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> Good knowledge of effective ICT administration systems. Good knowledge of Data Protection legislative requirements. Ability to communicate verbally with, and write reports for, a range of stakeholders. Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately, and monitoring the quality of delivery and outcomes. Ability to prioritise conflicting demands and thrive under pressure. Ability to take a problem-solving approach to tasks and develop valid and financially sound solutions. Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner. Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports. Ability to use management information systems and be able to transfer the experience of using one system to another similar system if required. Ability to build and maintain effective working relationships with a wide variety of people. 		

- Ability to maintain strict confidentiality in all matters.

CRITERIA

Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL

- Commitment to the trust's vision and values.
- Commitment to working flexibly and as needed to ensure the highest professional service for pupils and staff.
- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues.
- Resilience, self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- Highly organised, literate and articulate.
- Commitment to support the trust approach to safeguarding and equality and diversity.