



Post Title	Business Support Manager
School / Organisation	Avanti Meadows
Location	Bishop's Stortford
Grade	Grade 8, £29,461 - £31,264 per annum pro rata. Term Time actual £20,664 - £21,928 (0.70140 FTE)
Hours	Full-time (32.5 hours per week)
Contract Type	Permanent
	Term Time only
Reports to	Principal
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To be directly responsible for the strategic and operational management of the school business administration and support the overall management of the school.
- To line manage and performance manage administration and other staff as required.
- To produce reports as required working closely with Area Finance Lead.
- To be responsible for project management and for ensuring the provision of appropriate, accurate and timely verbal and written guidance to the Senior Leadership Team.
- To manage the financial, personnel, and site management aspects of the extended schools provision within the school.
- Responsible for ensuring GDPR compliance within the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITIES OF THE JOB

Resources Management

- Be responsible for advising the senior leadership team and the SSC on various matters to ensure the smooth running of the school.
- To have responsibility for developing and ensuring that all school procedures are maintained in accordance with Trust guidance.
- Proactively review resources and spending priorities to ensure that school development plan targets reflect budget planning.
- To oversee and be responsible for orders that are placed and received.
- To oversee and have responsibility for monies collected in respect of school outings, journeys, photographs and any other events that require the collection of money.
- To collate identity documents required for DBS and ensure they are sent to HR for action.
- Jointly maintain and update the single central register for contractors, SSC members and volunteer records.
- Ensure new members of the office staff are fully trained and inducted on the use of office and ICT equipment.
- Line manage administration staff and other allocated staff including performance management and assisting in the identification and addressing training and development needs.
- Participate in the recruitment, selection and appointment of office staff overseeing any relevant paperwork related to arranging interviews and assessments.



- Liaise with HR with regard to the administrative aspects of the appointment and employment of teaching and support staff, compliance with legislation and good practice relating to employment protection and equal opportunities and on the employment and conditions of service of staff.
- Be responsible for managing and updating SIMS (including sickness records) for staff and volunteers and ensure that these are efficiently and accurately kept.
- Monitor staff absence and prepare staff returns for HR as required.
- Be responsible for the provision of specialist advice and guidance to Senior Leader Team/SSC on national and local guidelines/policy/statute etc.
- Support in overseeing the premises/caretaking staff, raising concerns with Area Building & Premises Manager.
- To advise the Principal at appropriate meetings relating to the school site.
- Report to SSC as required providing status reports on any matters arising.
- Be responsible for liaising with the site manager/caretaker on the security and safe working condition of the school site.
- Oversee and monitoring risk assessments in conjunction with Site Supervisor.

General responsibilities and support services

Pupils and Curriculum

- Be responsible for the submission of relevant information to Senior Leadership Team, the SSC and outside agencies e.g. DfE, LA.
- To provide appropriate, accurate and timely verbal and written advice and guidance to the Senior Leadership Team.
- Ensure that assessment data is collected from teachers and is entered accurately and quickly onto Excel or other appropriate computer programs, so that reports can be analysed.
- Oversee the monitoring of pupil attendance and subsequent contact of families where there is poor or irregular attendance, liaising with the educational social worker as required.
- Ensure that the school's electronic pupil registration system is up to date.

Extended Schools Agenda

- To promote and support the administrative work of any extended school activities making arrangements for school based activities.
- Conduct audits of the extended school function.
- Research grants and sources of funding and have marketing responsibilities for promoting the extended school service.

School Trips

- To prepare and monitor risk assessments for school trips.
- To ensure that all paperwork and monies for school trips is completed

Administration

- Design, create, develop and maintain policies as appropriate.
- Organise briefings, workshops and other training for other staff.
- Be responsible for devising marketing and promotional strategies for the school as required in liaison with the Trust Central Team.
- Oversee and ensure an inventory of all school equipment is maintained.
- Respond to emergencies appropriately and inform relevant staff.

ICT

- Develop and manage databases using SIMS and other computerised systems as appropriate.
- Ensure that back-up copies of all school data is taken daily and stored appropriately.
- Oversee that the school's web site is up to date.



- Ensure the most effective use is made of the school's administrative computer hardware and the development of the computerised management information system within the school.

Other Responsibilities

- Build close working relationship with the Senior Leadership Team and SSC.
- Development policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Adhere to school policies and Trust's Ethos Policy.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Participate in training opportunities and professional development as required.
- Undertake similar duties commensurate with the level of the post as required by the Principal.

RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Level 2 (GCSE A*-C) or equivalent in English and Maths	X	
2.	Relevant Management Qualification or significant experience	X	
3.	Degree or significant experience in a relevant field	X	
4.	Qualification in finance, School Business Management or other relevant area	X	
5.	Health & Safety qualification e.g. Managing Safely or appropriate experience		X
6.	Proven experience in a relevant function	X	
7.	Educational management experience		X
8.	Experience of managing and leading staff	X	
9.	Experience of project management e.g. building projects	X	
10.	Ability to analyse, interpret, collate and present management information through reports and plans	X	
11.	Ability to effectively manage varied functions	X	
12.	Ability to communicate confidently and effectively at all levels e.g. Governors, leadership team, teaching staff, contractors, caretakers	X	
13.	High level IT skills particularly in Excel spreadsheets and Word	X	
14.	Personable, approachable, able to explain complex issues	X	
15.	Able to cope with varied pressures and work to deadlines	X	
16.	Strategic approach to planning and business development	X	
17.	Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	X	
18.	Ability to travel	X	
19.	Ability to work flexibly outside normal hours if necessary	X	



FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-July-2021.pdf>