



Job Description and Person Specification

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| Job title: | Business Support Manager |
| Reports to: | Head of School |
| Start date: | ASAP |
| Contract Type: | Full time 52 weeks (including statutory holiday to be taken by arrangement in school holiday time) |
| Contract type: | Permanent |

The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

This is a unique opportunity to help develop a new and innovative school, which will be shaped by three key elements for both students and staff:

- *Educational excellence*
- *Character formation*
- *Spiritual insight*

Avanti Meadows is part the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment. Specific responsibilities are likely to change over time.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti House School will ***not be required to present themselves*** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

Key responsibilities

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| Overall | <ul style="list-style-type: none">• To provide management for the non-teaching related services within the school in order to contribute to the achievement of the vision of the academy• To be available for Trust/Head of School/HCC/SSC meetings when appropriate• Primary point of contact and to work in collaboration with Trust central teams, such as the HR, PM and Finance Teams• To work alongside the Principal, the senior leadership team and beyond to ensure the aspirational aims and objectives of the School and of the Trust are achieved. |
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| | <ul style="list-style-type: none">• To contribute towards the planning, development and organisation of the support service systems, procedures and policies• To be innovative and creative in all aspects of organisational development and significantly contributing to the growth and well-being of the School so that the School will be outstanding in both management and attainment.• To lead, with the Principal and senior leadership team, in developing and managing processes, systems and policies to ensure the smooth day-to-day running of the School• To ensure the implementation of Trust policies• To be committed to the safeguarding and promotion of the welfare of children and young people• To undertake marketing and promotion of the school, thus, to recruit and increase pupil numbers and meet school capacity targets• To co-ordinate admission arrangements of pupils, maintain waiting lists and allocate nursery spaces accordingly to the school's admission policy• To supervise, train and develop administrative staff as appropriate• To organise school visits / events, school photographer/parent's evening/tours etc.• To participate in training and other learning activities and performance development as required• To recognise own strengths and areas of expertise and use these to advise and support others |
| Support Services | <ul style="list-style-type: none">• To be the champion for non-teaching staff and services across the school, setting the highest standards and securing a total focus on how every colleague has a role in achieving our objectives, particularly around supporting student achievement.• To ensure that support services are efficient, affordable and fit for purpose. <p><u>IT</u></p> <ul style="list-style-type: none">• To manage the IT function within the school and to ensure the IT requirements of all staff and students are efficiently supported on a timely basis.• To assist leadership at school and Trust in the delivery of the IT strategy• Monitor the effective use of biometrics systems used by the school. <p><u>Administration</u></p> <ul style="list-style-type: none">• To provide oversight of an effective administration system managing the main administrative office and Reception area to ensure it meets the needs of staff, students, parents and any external visitors to the academy.• To undertake word processing and school correspondence• To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures. To provide hospitality as required. |



- To establish administrative systems and procedures for all departments within the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled.
- To deal with all insurance correspondence and communications for the academy, overseeing visits ensuring that necessary paperwork is completed to enable insurance cover to be effective
- To have full responsibility for managing and coordinating the schools transport arrangements, including the maintenance and use of academy-owned vehicles
- To be responsible for management of all data and information systems within the school and ensure all relevant standards are met.
- To be proactive in developing systems and information management systems that add value to the School.
- To maintain pupil records and be responsible for completion and submission of forms, returns etc., including those to outside agencies e.g., census to DfE
- To develop constructive relationships and communicate with all staff and other agencies/professionals
- To carry out first day attendance response, maintain records of absence/lateness and highlight any concerns to the senior leadership team/Educational Welfare Officer
- To reconcile income received, maintenance of records and ensure cash is stored securely.

Catering

- Acting as the main point of liaison with the catering service providers
- Dealing the first of contact for parents and students on meal related matters
- Ensuring parents are making payments on Parent Pay for meals, trips, etc

Resources

- To be responsible for ordering resources, ensuring best value
- To operate relevant equipment, IT packages, Trust wide systems e.g. Arbor
- To provide advice and guidance to staff on administrative issues
- To manage financial administration procedures in line with current Trust Financial Regulations and maintain appropriate records to satisfy internal audit
- To assist with the organisation of premises repairs under the direction of the Trust/ Site Manager

Other

- To manage all functions related to finance and HR which remain with the school
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.



AVANTI MEADOWS

PRIMARY SCHOOL

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| | <ul style="list-style-type: none">• high quality challenge and leadership of mentoring and coaching is provided to all support staff to ensure that leadership and management of the School's resources is outstanding.• high levels of staff and student morale and motivation are built and maintained by helping secure their commitment to the aims, objectives and priorities of the School.• To complete relevant grant applications for the school |
| Partnerships: | <ul style="list-style-type: none">• Work in partnership with community/voluntary and regulatory bodies as required to place the school in the strongest position possible• Developing business contacts and opportunities with third parties in order to support the educational objectives of the Trust and the School• Working with community and business groups to offer the school as a resource and in return to gather intelligence on how the School can maximise the use of those groups' resources to the advantage of the School and the Trust.• To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.• To represent the School at meetings within or outside the School when required. |
| Other | <ul style="list-style-type: none">• To provide leadership and guidance for support staff, including direct line management responsibility where appropriate and as directed by the principal• To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.• In line with the tenets and vision of the Avanti Schools Trust, to treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.• To further the values and ethos of the Trust across the school• To carry out other reasonable tasks from time to time as directed by the Head of School• This job description may be amended at any time after consultation with you. |



Person Specification

| | Essential | Desirable | Evidence* |
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| QUALIFICATIONS | | | |
| Level 2 (GCSE A*-C) or equivalent in English and Maths | √ | | A/I |
| Relevant Management Qualification or significant experience | √ | | A/I |
| Degree or significant experience in a relevant field | √ | | A/I |
| Qualification in finance, School Business Management or other relevant area | √ | | A/I |
| Health & Safety qualification e.g. Managing Safely or appropriate experience | | √ | A/I |
| KNOWLEDGE, UNDERSTANDING AND EXPERIENCE | | | A/I |
| Proven experience in a relevant function | √ | | A/I |
| Educational management experience | | √ | A/I |
| Experience of managing and leading staff | √ | | A/I |
| Experience in school finances | | √ | A/I |
| Analysing and evaluating data | | √ | A/I |
| Managing attendance and admission records | √ | | A/I |
| Experience of project management e.g. building projects | √ | | A/I |
| Ability to analyse, interpret, collate and present management information through reports and plans | √ | | A/I |
| PERSONAL AND PROFESSIONAL QUALITIES | | | A/I |
| Ability to effectively manage varied functions | √ | | A/I |
| Ability to communicate confidently and effectively at all levels e.g. Governors, leadership team, teaching staff, contractors, caretakers | √ | | A/I/T |
| High level IT skills particularly in Excel spreadsheets and Word | √ | | A/I |
| Personable, approachable, able to explain complex issues | √ | | A/I |
| Able to cope with varied pressures and work to deadlines | √ | | A/I |
| Strategic approach to planning and business development | √ | | A/I |
| Understanding of, and ability to comply with the requirements of safeguarding/Child Protection | √ | | A/I |
| Ability to travel | √ | | A/I |
| Knowledge of school information management systems-E.g., Arbor | | √ | A/I |

*Evidence Key:

A = Application Form I = Interview T = Task/Test