**FIVE RIVERS MULTI ACADEMY TRUST**

**JOB DESCRIPTION / PERSON SPECIFICATION**

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| Post Title | **BUSINESS SUPPORT MANAGER** |
| Grade | **Grade 7** |
| Responsible to | Director of Business Strategy / Principal |
| Responsible for | Admin and Clerical Assistants (x2) |
| Purpose of job | To organise and supervise administrative and HR systems within the school. Contribute to the planning, development and monitoring of support services including coordination and delegation of relevant activities.  |
| Normal base of work | Tinsley Meadows Primary Academy, Norborough Road, Sheffield S9 1SG – however there may be some requirement to work from other Five Rivers Trust sites as appropriate. |
| Safeguarding statement | Five Rivers MAT is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service check in line with Section 115 of the Police Act 1997.This post is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify individuals from appointment and, if appointed may render them liable to immediate dismissal without notice. An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000).The Five Rivers MAT will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks. |

**JOB DESCRIPTION: BUSINESS SUPPORT MANAGER**

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| The post holder must, at all times, carry out his / her duties and responsibilities within the spirit of the Five Rivers Multi Academy Trust, the Trust’s policies and within the framework of the Education Act 2002 and the School Standards |

##### Main Duties and Responsibilities

**Organisation**

* Take a lead role in planning, development, design, organisation and monitoring of support systems / procedures / policies
* Lead on the HR function for the academy in liaison with the Principal, Director of Business Strategy and the trust’s provider of HR consultancy (this includes, recruitment and selection, induction, sickness procedures, grievances and other HR functions)
* Line management responsibilities where appropriate:
* Manage support staff as appropriate
* Liaise between managers / teaching staff and support staff
* Hold regular team and 1:1 meetings with managed staff
* Undertake recruitment / induction / appraisal / training / mentoring for appropriate staff.

**Administration**

* Take a lead role in the development and maintenance of record / information systems
* Provide detailed analysis and evaluation of data and produce detailed reports / information as required
* Produce and respond to complex correspondence
* Provide organisational and complex advisory support to the Senior Leadership Team and Trust upon request
* Manage complex administrative procedures
* Be responsible for the completion and submission of complex forms, returns etc (e.g. workforce CENSUS, other trust requirements)
* Take a lead role in the co-ordination of training across the academy to ensure mandatory training is completed in a timely and cost efficient manner
* Oversee the academy’s single central record, ensuring compliance with national guidance
* Take a lead role in monitoring academy adherence to all aspects of Information Governance (including GDPR, subject access requests, Freedom of Information, data retention and archive etc)
* Provide support to the Director of Business Strategy and Executive Finance Manager / others in the verification of monthly payroll information
* Provide regular information to the Trust in relation to staffing variation requests
* Collate risk assessments from teachers for trips and other activities in support to the Principal

**Resources**

* Be responsible for the selection and management of resources, including regular audit of resources
* Take a lead role in the recruitment of support staff and in managing associated employment procedures
* Provide advice and guidance to staff on complex issues
* Undertake research and obtain information to inform decisions
* Take a lead role in generating income for the academy through the sourcing and application of funding grants
* Manage service contracts in liaison with the Director of Business Strategy and Principal
* Take a lead role in marketing and promoting the school
* Take a lead role in planning, monitoring and evaluation of key budget headings as determined by the Principal (e.g. equipment not IT, DBS etc)
* Take a lead role in the management of the school development plan, acting as a facilitator at SLT to ensure key milestones and targets are met.
* Provide support to the Principal in overseeing the academy’s risk register, ensuring risks are appropriate recorded and managed in liaison with SLT

**Responsibilities**

* Comply with and assist with the development of policies and procedures relating to all areas of school, in partnership with SLT and the Trust
* Be aware of and ensure equal opportunities for all
* Demonstrate adherence to the Trust’s Workforce Charter at all times
* Contribute to the overall ethos / work / aims of the academy and the trust
* Develop constructive relationships and communicate with other agencies / professionals as appropriate
* Share expertise and skills with others
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others.

Any other duties and responsibilities appropriate to the grade and role

All of the above duties and responsibilities to be carried out in accordance with Five Rivers MAT’s policies, national legislation, equal opportunities, data protection and Health and Safety.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** | **Assessment** |
| **Experience / Knowledge** |
| Experience in a middle management position (administrative role) | Experience in a middle management administrative role within a school | Application Form, References, Interview |
| Experience in managing human resources and an up to date knowledge of relevant employment legislation | HR experience in a school setting or similar | Application Form,References, Interview |
| Knowledge of relevant legislation (e.g. GDPR, safeguarding, equal opportunities) |  | Application Form,References, Interview |
| Experience of project management, planning, managing and monitoring of work |  | Application Form,References, Interview |
| **Skills** |
| Good decision making and problem solving skills |  | Application Form,References, Interview |
| Ability to develop and maintain positive working relationships with people of all backgrounds and seniority |  | Application Form,References, Interview |
| Ability to maintain a high standard of performance whilst working to tight deadlines, demonstrating prioritisation and delegation skills |  | Application Form,References, Interview |
| Ability to analyse information and communicate effectively both orally and in writing |  | Application Form,References, Interview |
| Excellent organisation skills  |  | Application Form,References, Interview |
| **Personal Attributes** |
| Resilience, enthusiasm and focus |  | Application Form,References, Interview |
| Flexibility |  | Application Form,References, Interview |
| Reliability, approachable manner |  | Application Form,References, Interview |
| Maintenance of confidentiality and professional integrity |  | Application Form,References, Interview |
| Positive ‘can do’ attitude |  | Application Form,References, Interview |
| Commitment to equality, diversity and inclusion |  | Application Form,References, Interview |
| Passionate about safeguarding children  |  | Application Form,References, Interview |
| Committed to ongoing professional development |  | Application Form,References, Interview |