

Job Description

Teachers and Support Staff

Role:	Cluster Business Manager
School:	Beckfoot Oakbank School, Beckfoot Nessfield Primary and Nursery, Beckfoot Phoenix Special school.
Salary/Grade:	Special Grade C2-D1
Reporting to:	Cross-Cluster Business Manager but also accountable to the Executive Headteacher and Headteachers within their cluster

Core Purpose of the Post:

The Cluster Business Manager will lead initiatives to improve the efficiency of schools within the cluster. They will be responsible to all the Headteachers within their cluster. As a member of the Central Improvement Team they will contribute to the development of the Trust's commercial strategies and subsequent Trust project work. Where possible, they will collaborate for mutual benefit with other Trust schools in other clusters.

Business Management includes but is not limited to all aspects of, finance, HR, Estates, Health and Safety, ICT and Administration. You will be employed by a cluster school and be a member of the Central Improvement Team that includes school improvement, people and talent, finance and governance and operations activities.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description. You:

- Will contribute to the overall ethos/work/aims of the Trust.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school or Trust policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

This is a school-based role that will involve contact with children.

Main Duties and responsibilities:

- Act as the subject matter expert, in your area of expertise that will cover but not be limited to:
 - Business Management practice in cluster schools
- As part of the Central Improvement Team, contribute to commercial strategy development providing a link between school strategic and operational activity and the Trust.
- As part of the Central Improvement Team contribute to the wider work of the Trust supporting colleagues, contributing to project work and providing expertise generously for the benefit of all.
- Ensure that everything done in the Cluster is done in the interest and of Beckfoot Trust's core purpose and culture remembering that the students and staff and their wellbeing and achievements are central to our work.
- Be responsible for the leadership, line management and supervision of the Cluster Business Management teams on a day-to-day basis driving improvements and managing service performance levels.
- Support Headteachers to make improvements with the work of support staff teams that are not part of a cluster team.
- Where support staff teams in schools are not directly line managed by the CBM, support headteachers or other senior staff with their line management responsibilities.
- Where a business management function has been centralised, for example Digital Services, work effectively with the central team supporting their work and helping to develop its effectiveness.

- Provide strategic oversight, establishing a clear plans and service improvement objectives. Strategy will be founded on collaborative consultation with the Trust, school staff and Headteachers.
- Lead and motivate the Cluster Teams ensuring that there is always CPD growth potential for staff. Take responsibility for the induction, mentoring and development of direct reports as well as ensuring the development of the wider team.
- Establish a policy and control framework that the Cluster Team implements, reviews and updates. Ensure the Cluster Team meets all statutory reporting requirements.
- Ensure the cluster schools operate in a compliant manner and to the Trust's defined compliance framework (Every). Be proactive in identifying relevant areas of risk and proposing mitigating solutions.
- Ensure processes and procedures are consistent and efficient across the Cluster and establish ways to drive process improvement. Embed a culture of best practice process excellence to ensure high standards of service are delivered at all times. Ensure effective service level feedback is available to substantiate standards of service.
- Establish strong relationships with Trust and school staff and Headteachers that wins their support whilst establishing a culture where tough conversations can lead to change when necessary.

Supervision and range of decision making:

- You will be expected to make decisions autonomously and exercise considerable initiative in performing delegated duties, dealing with all complex issues as and when arises; including those outside of established policies and procedures.
- You will always have regard to the rules and regulations that govern the financial and corporate compliance requirements of a public sector organisation. You will ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust.

Communications and working with others:

- To communicate with Central Improvement Team, Board of Directors and Trust school staff at all levels. Externally to communicate with suppliers and other schools and Trusts at all levels. As necessary to work with educational agencies including CBMDC, DfE, ESFA and Ofsted, professional advisors and regulatory bodies including HSE and ICO and Professional Associations.

Resources:

- Operate relevant equipment/complex ICT packages.
- Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required.
- Have responsibility for the management of financial resources, planning and monitoring budgets, securing external funding, cash management and implementing best practice as well as maintain and manage financial systems.
- Provide general advice and guidance to staff, students and others.

Professional development:

- To participate in training opportunities and professional development as required

Other Considerations:

- To act in accordance with the General Data Protection Regulations and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Must be legally entitled to work in the UK.

Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Advanced Threshold Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.

• Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	190122

Person Specification			Beckfoot Trust
Role:	Cluster Business Manager		
	Essential Requirements		How Identified
Qualifications	<ul style="list-style-type: none"> GCSE (A-C) English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 2 Level 4 Diploma in School Business Management or willingness to work towards the appropriate level of qualification. Willingness to obtain other qualifications/accreditations as necessary to retain Trust expertise at recommended levels. 		Application
Experience	<ul style="list-style-type: none"> Track record of success in school business management. Appropriate technical experience to demonstrate subject matter expertise and to lead a team of technical experts/specialists. Relevant experience of: <ul style="list-style-type: none"> Leading teams of specialists Transformation project leadership Contributing at senior management/leadership teams Leading service improvement in a KPI driven environment An extensive working knowledge of: <ul style="list-style-type: none"> Management accounting Budgeting Human Resources practice Estates management and compliance Health and Safety legislation GDPR and Data Protection Marketing and Communications ICT systems and services Fixed assets management Purchasing and procurement Board Reporting Continuing Professional Development requirements teams. Software packages applicable to areas of operation 		Application References Interview
Training	<ul style="list-style-type: none"> To carry out statutory and mandatory annual training and any identified training requirements. 		Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Be up to date with current practice relevant to the role. To work constructively as a part of a team, understanding school roles and responsibilities and the post holder's position within these. Ability lead teams effectively. To have excellent communication skills. Effective ICT skills 		Application Interview

	<ul style="list-style-type: none"> • Full knowledge of relevant policies and guidance and awareness of relevant legislation • Ability to interpret information and to devise policy/practices. • The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines. • Ability to relate well to children and adults. • Ability to self-evaluate learning needs and actively seek learning opportunities • Evidence of continuing and relevant professional development. • To be responsible for promoting and safeguarding the welfare of children and young people within the school. 	
Personal Circumstances	<ul style="list-style-type: none"> • Must have the ability to be flexible and work to the requirements of a busy school 	Application Interview
Disposition and Attitude	<ul style="list-style-type: none"> • Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example. • Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself. • To like young people and be liked by them • Understand the importance of work/ life balance. • Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism. • Desire for professional development. 	Application Interview References
Physical	Excellent attendance and punctuality. Resilient.	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview