

Job description

College Business Manager

Purpose	<p>To provide strategic vision, leadership and advice in the provision of non-teaching and business management aspects of the school, including Finance, IT, Human Resources, Estates Management, Catering, Publicity Health and Safety and Risk Management.</p> <p>The Business Manager is the Colleges leading non-teaching staff professional and a member of the Senior Leadership Team</p>
Reporting to	Principal
Key Responsibilities	<ul style="list-style-type: none"> • Leadership and Management • To be a member of the Senior Leadership Team (SLT), contributing to whole school strategic planning, policy and decision making • To be responsible for Financial Management, IT, Human Resources, Estate Management, Catering, Publicity, Health and Safety and Risk Management and Data Protection, including the strategic planning for these disciplines • To promote the highest standards of business ethos within the business function of the College and ensuring that the College makes the best use of resources available to support the College's key performance indicators • To be a member of the Governors Business Committee • To provide leadership and guidance for non-teaching staff, including direct line management responsibility where appropriate • Lead in the area of support services, promoting effective leadership, line management and problem solving as necessary • To maintain a team focus in support functions, modelling smarter working, to develop systems which reduce bureaucratic pressure and eliminate single points of failure
Responsibilities and Accountabilities	<p>Finance</p> <ul style="list-style-type: none"> • Responsible for all finance functions and compliance to financial management standard in schools • Prepare an annual budget in excess of £6,000,000 for approval of Principal and Governors

	<ul style="list-style-type: none"> • Implement and manage budget monitoring procedures to ensure concepts of best value for money are maintained • Monitor budget, producing regular reports for Principal and Governors, informing of the causes of significant variance and take prompt corrective action • To ensure Pupil Premium (PP) Finance strategy is monitored and produces best outcomes of progress for PP students • Complete all financial reports, returns and year end procedures • Working with the senior leader responsible for curriculum staffing, ensure the curriculum model is affordable and directs resources to the classroom • Advise the Principal and Governors if fraudulent activities are suspected or uncovered • Maintain a strategic financial plan that will indicate trends, meet requirements for the College Development Plan and forecast future year budgets • Manage the Finance Team, ensuring it's efficient operation according to agreed procedures and policy • Manage the purchase of all resources and services for the College in accordance with the Colleges finance policy • Identify and research additional finance streams and generate ideas for fund raising, preparing and submitting fully costed proposals, recommendations or bids • Seek and make use of specialist financial expertise • Oversee the hire of the College premises, and maximise income through lettings and other activities. Monitoring the effectiveness and implementation of agreements • Carry out benchmarking to assess trends, identify areas of concern and make appropriate recommendations • Monitor, assess and review contractual obligations for outsourced services, ensuring best value • Monitor and control capital income/expenditure • Oversee the running of the College cleaning company ensuring the separate payroll, HMRC and VAT returns are completed on time • Further develop services to feeder schools and campus partners, including finance, IT and caretaking services <p>IT</p> <ul style="list-style-type: none"> • Line manage the IT team to deliver a compliant, efficient computer networked systems, implementation and operation of appropriate management information systems and an outstanding service and supply of equipment to staff and students • Develop and maintain an IT strategy, planning for future development, ensuring a rolling programme for IT equipment replacement as necessary, to include obtaining necessary licences and permissions as appropriate. • Ensure all IT networks, processes and systems are GDPR compliant and that the IT Department have robust tracking, reporting and risk assessment tools to facilitate ongoing recording and compliance <p>Human Resources</p> <ul style="list-style-type: none"> • Line manage HR staff • Manage the recruitment, training, development and induction process for all staff and volunteers, following Frome College policies and guidance contained in 'Keeping Children Safe in Education' • With the Principal, Governors and SLT where applicable, develop a clear strategy for succession planning, focusing on identifying and growing talent to fill business-critical positions in the future, particularly in the face of role and skills shortages • Ensure the single central record (SCR) and barred teacher list are maintained and accurate
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- Seek and make use of specialist expertise in relation to HR issues
- Responsible for all HR matters, advising the Principal, Governors and SLT on salaries, new posts, terms and conditions of employment, flexible working, capability, disciplinary and grievance matters, maternity, paternity, expenses, sickness absence, exit interviews and redundancy process
- Oversee and implement the absence management process
- Ensure accurate processing of annual salary reviews for both Teaching & Support Staff in line with national and Council recommendations
- Develop and monitor a wellbeing strategy for all staff
- Update HR policies and ensure staff have a clear understanding of the College policies and procedures and the importance of putting them into practice
- Oversee the performance review process for non-teaching staff
- Complete the annual workforce census return
- Provide Management Information for the Principal, Governors and SLT as required, enabling the college to identify trends, areas for improvement and to facilitate maximum productivity of the college by optimising the effectiveness of staff.

Catering

- Oversee the catering contract and be the main point of contact
- Renegotiate or re-tender for catering contract when required

Estates Management

- Line manage the Premises team
- Ensure a premises development plan is progressed, costed effectively and that projects are planned to deliver best value. Agree an annual programme of work
- Ensure an up to date asset management plan and suitability survey, ensuring that the college maintenance expenditure – including devolved capital – is targeted to priority areas
- Manage the security of the college site
- Manage ongoing maintenance of the college site, arranging the purchase and repair of all furniture and fittings, ensuring an inventory is maintained
- Oversee building and refurbishment projects, including overall Health & Safety
- Ensure the continuing availability of utilities, site services and equipment
- Ensure day to day estate management and grounds maintenance is managed effectively and performance monitored
- Ensure the 'in house' cleaning services are monitored and managed effectively
- Manage the lettings of the College premises to external organisations
- Ensure the College has adequate insurance, advising the SLT on appropriate insurances for the College
- Oversee the shared usage agreements for the Leisure Centre and Merlin Theatre, renegotiating leases and agreements when required
- Be the main point of contact for campus partners

Publicity

- Line manager to Marketing & Communications Officer
- Ensure the College website meets the needs of all stakeholders
- Review and develop e-systems across the College to enhance the quality, accessibility and speed of response
- Ensure the College is positively marketed, promoting students and staff in the local media (including social media), ensuring the community are involved and informed
- Ensure strong links with community stakeholders
- Ensure marketing materials, including prospectus and all publications positively promote the College at all times

- Promote the image of the College both internally and externally
- Co-ordinate whole staff events and functions

Health and Safety and Risk Management

- To act as the College Health and Safety Co-ordinator
- Plan and instigate fire practices and lock down procedure, ensuring records of practices and alarm tests are maintained
- Ensure the Colleges Health and Safety policy complies with all relevant Health and Safety legislation, is clearly communicated and is available to staff/governors/visitors
- To implement the health and safety policy and procedures for all aspects of the college and to hold to account those individuals responsible for operational aspects of the policy
- Ensure internal audits are undertaken to ensure compliance
- Arrange health and safety training for specific groups of staff as necessary
- Lead & co-ordinate the Safeguarding and Health and Safety Committee
- Ensure incidents/near misses are reported in accordance with RIDDOR
- To maintain a Business continuity plan
- To maintain and develop risk assessments for all areas of business
- To act at the Education Visits Co-ordinator (EVC)
- To act as the School Transport point of contact

Data Protection Officer

- Working with the Principal, Governors, SLT, IT Department and relevant Somerset County Council personnel, inform and advise employees about their obligations to comply with the GDPR and other data protection laws.
- To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc).
- With the Principal and following statutory and regulatory guidelines, report any breaches of Data Protection laws as necessary,

The College recognises that the following skills are required for this post:

Leading

- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics*
- *Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and to hold others accountable for performance*
- *Leading people: the drive and ability to provide clear direction to students and staff, and to enthuse and motivate them*
- *Passion for learning: the drive and ability to support students in their learning, and to help them become confident, independent, aspirational learners*

Relating to others

- *Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others*
- *Team working: the ability to work with others to achieve shared goals*
- *Understanding others: the drive and ability to understand others, and why they behave like they do*

Developing people

- *Encourage staff to work together and share expertise within and across teams*
- *Use coaching skills to help staff achieve their potential*

Reflecting

- *Reflect on personal and professional development*
- *Use feedback from all levels of the College to help improve the way you lead, manage and develop staff*

	<ul style="list-style-type: none"> • <i>Be aware of your own skills of self-management as regards time and prioritising workload</i> <p>Inspiring</p> <ul style="list-style-type: none"> • <i>Be able to inspire staff and pupils with the highest standards and expectations</i>
Management Responsibilities	<ul style="list-style-type: none"> • Direct line management responsibility of approximately 30 – 50 support staff
Salary/grade	<ul style="list-style-type: none"> • Grade 7 Spine Point 43 – 44 £50,144 - £51,347
Additional duties and information	<ul style="list-style-type: none"> • Frome College is committed to safeguarding and promoting the welfare of students. All staff working within the College are expected to share a commitment to doing this. You will be expected to lead, follow and promote the procedures in the child protection policy and report any concerns • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • This job description is current as at the date shown, but will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Governing Body.
Date	Signature