

Job Description

Title of post	Hub Business Leader
Salary	£53,051 - £57,372 (NJC Grade N 40 – 44)
Hours of work	37 hours All Year Round
Line manager and responsible for reviews	Chief Operating Officer

Purpose of the Post

The purpose of this post is to provide leadership and management of operational services within an NSAT hub to facilitate the effective delivery of high-quality education in NSAT school. The Hub Operations Manager will maintain oversight across all operational areas, working closely with headteachers, the wider Trust Team, school admin teams and external partners.

The postholder will work closely with headteachers and school office teams to ensure operational effectiveness, drawing on the support of Trust-wide functional expertise.

The postholder will ensure that Trust operating procedures are implemented consistently and effectively so that local operations are compliant and efficient.

Hub Operations Managers will work closely together. Under direction from the Chief Operating Officer, individual Managers may be commissioned to lead a business priority for the Trust as a whole, on behalf of all Hub Operations Managers.

Main Duties/Responsibilities

General

- Work closely with the Chief Operating Officer and wider Trust Team to contribute to the design of Trust-wide operating policies and procedures to that they work effectively at school level.
- Work closely with Headteachers and school leadership teams to align business and administrative functions with schools' overall education priorities and implementation of Trust strategic objectives.
- Provide visible leadership and practical support to school office teams to ensure that they have access to the knowledge and skills needed to succeed and that business processes and systems are efficient and effective.
- Excel in creating effective relationships and networks which connect school business teams with each other and functional teams at Trust level in the interests of effectiveness and efficiency.
- Champion operational efficiency through digital working at school level, making full use of available technology to streamline processes and manage workload effectively.
- Ensure school operations are safe and legal, complying with relevant statutory and regulatory requirements.

Estates and Facilities

- Line manage the Hub Estates Manager to ensure that estate and facilities functions within their remit are delivered effectively, including:
 - development of a single site management team within the hub.
 - on time, on budget completion of capital works
 - implementation of planning maintenance against asset management plans
 - effective management of cleaning services and grounds maintenance
 - maintenance of school estate data
 - maximise energy efficiency in schools to reduce cost and carbon usage.
- Ensure health and safety compliance and reporting arrangements are in place and that monitoring and record-keeping via the Every system is up to date.
- Make use of condition reports and asset management plans to inform annual capital expenditure bids via SCA.
- Engage with the Trust's catering partner to develop a strong relationship to the benefit of schools by building a strong offer on school food.
- Develop and oversee school lettings opportunities to raise revenue.

School Administration

- Work with headteachers to ensure that every school has effective school administration processes and systems in place and an effective school office structure.
- Establish strong working relationships with every school office team within the hub, identifying where support is needed and ensuring teams have access to training, information and support with trust-wide. (Where relevant/appropriate, Hub Operations Managers will take on line management of school office teams. Line management of office teams is determined on a school by school basis, in discussion with the headteacher. Where school office line management is within school, it will remain the role of the Hub Operations Manager to provide active professional leadership to support the office team).
- Ensure that induction of new school office staff takes place.
- Build and facilitate a network of lead school administrators across the hub so that school office teams can support each other and administrative expert knowledge can be shared between schools.

People Management

- Ensure school office teams and or SLTs have robust systems in place for people management including:
 - management of absence and leave via Every
 - providing monthly payroll variations information for the Trust HR team
- Ensure systems are in place to monitor supply and overtime expenditure and intervene where needed to control expenditure within budget.
- Support schools with those aspects of staff recruitment which are managed at school-level.
- Work with heads and office teams to ensure that schools maintain compliant SCRs.

Digital

- Champion digital working in schools by connecting schools with trust-wide initiatives for digital efficiency, such as taking full advantage of Arbor and Office 365 tools.

Financial Management

- Maintain a strategic overview of school budgets within the hub, specifically:
 - Work with headteachers and senior finance leaders to set an annual budget
 - Holding regular in-year financial monitoring reviews
 - Intervening
- Maintain oversight of school-level procurement to ensure compliance with the Trust Finance Manual.
- Ensure there is an up to date contract register in place for the hub.

Risk Management

- Review school risk registers on a termly basis with headteachers and ensure risk register is maintained within Every.

Incident Management & Business Continuity

- Be the usual first point of contact for schools in relation to untoward incidents, escalating and/or managing incident response with headteachers as necessary, applying the Trust's Business Continuity Policy.

Leadership

- Be a visiting member of school leadership teams, attending to provide advice and support in consultation with headteachers.
- Attend local governing body meetings when their input is required for a specific agenda item, with the expectation that this will be on an occasional basis.
- As required, under the direction of the Chief Operating Officer, lead on the development and/or implementation of a business priority for the Trust as a whole on behalf of all Hub Operations Managers.

The above list is not exclusive or exhaustive, and the Trust may require the post holder to undertake duties commensurate with the level of the role.

Fluency Duty

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

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.

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

SPECIAL CONDITIONS OF SERVICE:

- 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).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.