

**Manchester City Council
Job Description**

**Business Support Manager Level 3
Administration and Organisation Support, Schools
Grade 10**

The post holder will report to the head teacher. Apart from other colleagues the main contacts of the job are the head teacher, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

Main Purpose of the job

To be responsible for the development, management, operation and delivery of support services within a large school with a multi-disciplinary support structure.

To take a lead role, in consultation with the Head Teacher, in developing, continuously improving the school's business and support functions (including a significant role with ICT) to meet the needs and aspirations of the pupils, staff and governors alike.

To be responsible for the financial planning, forecasting and expenditure of a multi-million pound school support budget.

To have overall management responsibility for all school support staff including faculty staff such as cleaners, caretaker, catering staff, admin staff and Teaching Assistants.

To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

Organisation

To lead the direction of all school support functions of a large school with a multi-disciplinary support structure

To be responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for all support staff.

To develop detailed performance arrangements for all support staff and monitor staff performance against objectives set, taking the lead role in the development of training programmes / learning opportunities.

To be a member of the school's Senior Leadership Team

To lead on the development of school policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all school support functions in consultation with the operational needs of the school

Administration

To be responsible for the content and submission of relevant information to the Senior Management Team, the Governing Body and outside agencies

To commission appropriate Payroll systems and be responsible for their effective operation and development.

To respond independently to complex correspondence and produce complex and confidential reports and information as required

To ensure accuracy and confidentiality of information produced relating to the management and administration of the school

To oversee the administration of a high volume of pupil admissions

To lead and develop an effective research and intelligence function providing analysis and evaluation of data and detailed reports and information.

Resources

In consultation with the head teacher and the board of governors, to be responsible for the preparation of the school's annual revenue budget for submission to the governing body and the monitoring and evaluation.

To be responsible for securing Local Authority approval to spend devolved formula capital on approved capital projects

To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations

To be responsible for the appropriate recruitment and deployment of all school support staff

To be responsible for the provision of specialist advice and guidance to the Senior Management Team and the Governing Body etc, on national and local guidelines, policy and statute etc

To interpret matters of policy, procedures and statute to ensure the school's compliance and initiate appropriate actions that arise as a result

To manage procurement and be responsible for securing relevant sponsorship and partnership arrangements adding value and financial benefits to the School.

To identify the need and be responsible for securing appropriate licences and insurance, developing effective strategies to minimise risk and maximise value to the School.

To be responsible for devising effective marketing and promotion strategies for the school, including organisation of events and open days

To be responsible for the management of facilities including use of major building premises and associated income, and major building works and projects, for example, new development

To develop work specifications and manage service contracts with private providers, including Local Authority service level agreements

To lead the development of Health & Safety plans within the school, ensuring that emergency and contingency plans are in place and that any risks / issues are mitigated.

To provide organisational and complex advisory personal support to other staff

Responsibilities

To comply and assist with the development of policies and procedures relating to financial management, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise

To be aware of and support difference and to ensure equal opportunities for all

To contribute to the development and implementation of the overall ethos, work and aims of the school

To develop constructive relationships and communicate with other agencies and professionals

To participate in training and other learning activities and performance development as required

To recognise your own strengths and areas of expertise and use these to advise and support others

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Manchester City Council Person Specification

Business Support Manager Level 3

1. Experience

- 1.1 Have considerable experience of working in a business environment at a management level *
- 1.2 Excellent team working and leadership skills *

2. Qualifications/Training

- 2.1 Possession of Diploma of Schools Business Management qualification (DSBM) or willingness to work towards it with the support of the School *
- 2.2 Possess excellent numeracy and literacy skills *

3. Knowledge/Skills

- 3.1 Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures *
- 3.2 Excellent analytical skills to understand, interpret and utilise statistical data and management information *
- 3.3 Ability to manage a multi-disciplinary team and demonstrable evidence of effective staff management, motivation and development, including the establishment of a positive performance culture delivering continuous school improvement *
- 3.4 Excellent communication and negotiation skills
- 3.5 A broad and deep understanding of the value and use of new technologies in improving and modernising working processes *
- 3.6 Demonstrable ability to plan and deal with competing priorities to ensure the changing and developing needs of the school are met
- 3.7 Have a full knowledge and understanding of the legislative framework of schools and education *
- 3.8 Ability to interpret advice and statutes and to devise policy and practices in light of these
- 3.9 Ability to relate well to children and adults
- 3.10 Have the ability to persuade, motivate, negotiate and influence others
- 3.11 Have the ability to self-evaluate learning needs and actively seek learning opportunities

4 Personal Style and Behaviour

- 4.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.*
- 4.2 Self motivation and personal drive to complete tasks to the required timescales and quality standards. *
- 4.3 The flexibility to adapt to changing workloads demands and new school challenges. *
- 4.4 Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.*
- 4.5 Personal commitment to continuous self-development. *
- 4.6 Personal commitment to continuous school improvement. *
- 4.7 Personal commitment to the school's professional standards, including dress code as appropriate.*
- 4.8 Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check. *

*** items marked with an asterisk (*) must be addressed on the application form**