

**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

School operational support staff includes: Senior Finance & HR Manager, Administration Officer, Premises Manager, cleaning team, Breakfast Club team, lunchtime organisers.

Main Purpose of the job

1. To be responsible for the development, management, operation and delivery of support services within the school with a multi-disciplinary support structure.
2. To be responsible for the financial planning, forecasting and expenditure of a multi-million pound school support budget.
3. To have overall management responsibility for all school operational support staff.
4. To work collaboratively with all staff and parents in order to support pupil well being and achievement.

Organisation

5. To lead the direction of all school operational support functions within a multi-disciplinary support structure
6. To be responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for all operational support staff. To support the recruitment of all staff.
7. To develop detailed performance arrangements for all operational support staff and monitor staff performance against objectives set, taking the lead role in the development of training programmes / learning opportunities.
8. To be a member of the school's Senior Management Team

9. 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 to meet the operational needs of the school

Administration

10. To be responsible for the content and submission of relevant information to the Senior Management Team, the Governing Body and outside agencies
11. To commission appropriate payroll systems and be responsible for their effective operation and development.
12. To respond independently to complex correspondence and produce complex and confidential reports and information as required
13. To ensure accuracy and confidentiality of information produced relating to the management and administration of the school
14. To oversee the administration of a high volume of pupil admissions

Resources

15. Identify appropriate funding opportunities (e.g. grants), work collaboratively with relevant school staff to secure the necessary information to complete successful bids and manage subsequent funding, expenditure and reporting.
16. In consultation with the headteacher 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.
17. To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
18. To be responsible for the appropriate recruitment and deployment of all School operational support staff.
19. 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
20. To interpret matters of policy, procedures and statute to ensure the school's compliance and initiate appropriate actions that arise as a result
21. To provide organisational and complex advisory personal support to other staff

22. To manage procurement and be responsible for securing relevant partnership arrangements adding value and financial benefits to the school.
23. 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.
24. To be responsible for devising effective marketing and promotion strategies for the school, including organisation of events and open days
25. 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
26. To develop work specifications and manage service contracts with private providers, including Local Authority Service Level Agreements
27. 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.

Responsibilities

28. To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
29. To be aware of and support difference and to ensure equal opportunities for all
30. To contribute to the development and implementation of the overall ethos, work and aims of the school
31. To develop constructive relationships and communicate with other agencies and professionals
32. To participate in training and other learning activities and performance development as required
33. 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

Experience

Have considerable experience of working in a business environment at a management level

Excellent team working and leadership skills

Qualifications/Training

Possession of Diploma of Schools Business Management qualification (DSBM) or willingness to work towards with support of the School

Possess excellent numeracy and literacy skills

Knowledge/Skills

Have a full knowledge and understanding of the legislative framework of schools and education

Ability to interpret advice and statutes and to devise policy and practices in light of these

Excellent analytical skills to understand, interpret and utilise statistical data and management information

Excellent communication and negotiation skills

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

Demonstrable ability to plan and deal with competing priorities to ensure the changing and developing needs of the school are met

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures

A broad understanding of the value and use of new technologies in improving and modernising working processes

Ability to relate well to children and adults

Have the ability to persuade, motivate, negotiate and influence others

Have the ability to self-evaluate learning needs and actively seek learning opportunities

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure & Barring Service) check.