**The Pathway Academy Trust**



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| **School(s)** | **Riverview Junior School** |
| **Job Title:** | **Business Support Manager** |
| **Grade:** | **Kent Range 8** |
| **Responsible to:** | **Head Teacher and**  **Trust Business Manager** |

**Purpose of the Job:**

The Business Support Manager is the school’s leading support staff professional and works to assist the Trust Business Manager and Head Teacher in their duties to ensure that the school meets its educational aims.

The Business Support Manager promotes the highest standards of business ethos within the administrative function of the school.

The Business Support Manager will lead on and ensure the provision of effective office and reception services as the schools main focus point.

The Business Support Manager will line manage administration, premises and extended services staff, ensuring effectiveness and efficiency is of the highest standard.

**Key duties and responsibilities:**

**MAIN DUTIES**

* Manage the efficient and effective running of the school office as one of the main points of public contact, as well as the centre of daily administration.
* Be responsible for all aspects of the School’s administrative functions and the effective operation of the administration team.
* Maintain the school’s social media platforms to promote the school in the local and wider community.
* Be responsible for implementation of the Trust’s Data Protection policies and procedures so that the school is compliant with the General Data Protection Regulation.
* Manage the control and co-ordination of purchasing and servicing arrangements within the School including quotations, orders, liaison with suppliers and contractors, and advise on procedures and tendering decisions for the for renewal or change of contract. Monitor contracts to ensure ongoing satisfaction and value for money.
* Liaise with service providers, to ensure the security, cleaning, maintenance and provision of all services to the school are met and comply with Health & Safety requirements.
* Investigate and determine opportunities to maximise the use of the school’s resources, including initiating income generation schemes and manage and monitor such projects.
* In conjunction with the Trust Business Manager, ensure the provision of an efficient and effective school meals service within the school, where appropriate liaising with the catering provider to determine strategies for growth.
* Monitor systems and procedures within the school, relating to general matters such as administration/clerical procedures and health & safety, to ensure efficient and effective operations are in place. Suggest and implement improvements where required.
* Oversee and support the school’s finance assistant with the school’s online payments and bookings system for clubs, trips and other events.
* Assist in the collation of information required for inspection by outside agencies, including audit and compliance.
* Ensure all visitors, contractors, agency staff and volunteers are compliant with safeguarding regulations, including a holding valid DBS check and seeking evidence of identification.
* In conjunction with the Trust central team, manage and maintain the school’s Single Central Record in relation to contractors and agency staff, including visitors and volunteers.
* Manage and have overall responsibility for the school’s Management Information System (currently Arbor) to ensure accurate recording and retrieval of the information relating to pupils and staff.
* Maintain and have overall responsibility for the IT and Furniture asset registers.
* Assist with the provision of agency supply staff to ensure the effective operation of the school day.
* Responsible for statutory returns including the pupil census and staff workforce census.

**HR ADMINISTRATION**

* Manage the annual performance management process for delegated support staff, undertaking timely performance reviews and dealing effectively with any poor performance issues.
* Liaise with relevant agencies on performance related staff issues.
* Manage all staff absence, including sickness and special leave and to ensure a robust system is in place and maintained throughout.
* To work alongside the Head Teacher and Trust Central Team when OH referrals are required.
* Manage the distribution of all staff contracts in liaison with HR officer.
* Assist with support staff induction and training arrangements and maintain all staff training records on the school’s Management Information System.

**PREMISES AND HEALTH AND SAFETY MANAGEMENT**

* To act as the first point of contact on the Senior Leadership Team for premises issues that arise during School holidays, informing or liaising with the Head Teacher as appropriate.
* Provide leadership support for the premises team to ensure the safe maintenance and operation of the School premises including ancillary services, e.g. cleaning.
* Assist the Trust, in consultation with various agencies, on the future development of the school premises and site.
* To be responsible for the hire of the school hall and canteen.
* Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school, ensuring that the Trust’s policy is available to all staff, and is implemented at all times.
* Liaise with the Trust Business Manager and the Trust’s external health and safety consultant to ensure that the school site is compliant with health and safety regulations
* Monitor, through the premises team, that the School’s Health and Safety procedures, including Risk Assessments are reviewed and kept up-to-date.
* Take a strategic role in developing, supporting and monitoring the work of the premises team and take a lead role in the planning and implementation of major projects.
* Take responsibility for emergency/disaster planning and for a business continuity plan, so that the Schools is insured and covered for all eventualities.
* Participate in the Trust’s external Health & Safety termly audits and follow up actions identified by the recommended timescales.
* Arrange and monitor health and safety training for all staff.

**GENERAL**

* Comply with all TPAT policies and procedures, reporting all concerns to an appropriate person. Contribute to the development of school policies and procedures.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos / work aims of the school.
* Arrange provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Local Governing Body and outside agencies.
* Establish constructive relationships and communicate with other TPAT schools and third party agencies / professionals.
* Participate in training and other learning activities and performance development as required.
* This role will involve contact with children, referred to as 'regulated activity'. All staff will be expected to promote and safeguard the welfare of children and young people for who they are responsible and with whom they come into contact.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder…………………..…………………………………………….. Date ……………………….

Head Teacher..……………………………………...………………….... Date…………….…………..

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**Person Specification:** Business Support Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2 qualification in Math & English. |
| **EXPERIENCE** | * Must have significant, proven business administration and management experience. * Previous experience of working in a school environment is desirable |
| **SKILLS AND ABILITIES** | * Skills for school business planning, including development of administrative and site management procedures * A high level of interpersonal and communication skills, written and verbal. * Ability to persuade, motivate, negotiate and influence. * Ability to devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out, set standards and provide a role model for pupils and staff. * Assured manner, high level customer service skills and professional ethos. * Provide professional direction to the work of others. * Deal sensitively with people and resolve conflicts. * Excellent ICT skills, particularly with Microsoft applications, keyboard skills applied with precision and speed. * A flexible, efficient approach with the ability to resolve complex problems, good organization & time management skills, ability to prioritise and work on own initiative to tight deadlines whilst remaining methodical and giving attention to detail. * Prioritise, plan, organise, direct and co-ordinate the work of others; build, support and work with high performing teams. * Support and demonstrate commitment to the ethos and values of The Pathway Academy Trust. * Support the Trust’s leadership in the management of change and improvement in pursuit of strategic objectives. * Initiative / proactive / ‘can do’ approach. * The ability to work well in a team and independently * Excellent communication and interpersonal skills, both written and verbal * Numeracy and literacy skills |
| **KNOWLEDGE** | * Knowledge of the School’s Record Retention Policy and Freedom of Information protocols. * Knowledge of a range of IT systems. * Knowledge of computerised and manual filing systems. * Knowledge of Data Protection and confidentiality issues. * Staff will be expected to have knowledge of and work within national legislation and school policies and procedures relating to health and safety. * Knowledge of policies and procedures relating to safeguarding, child protection and confidentiality * Commitment to equal opportunities. |