

**Job Description**

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| **Post:** | **College Business Manager**-  |
| **Salary:** | £25,481 to £30,451 |
| **Hours:** | 37. hours per week |
| **Contract type:** | Term Time Only  |
| **Accountable to:** | The Principal |
| **Main purpose:** | The college business manager (CBM) is responsible for managing the strategy and operation of the business functions of our college, including financial management, health and safety, human resources, compliance and administration. They will advise on and implement the day-to-day support that enables the college to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. |

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| **Key Area of Responsibility** | **Actions** |
| **Leadership and Strategy** | * Assist with carrying out long-term resource planning and managing recruitment, appraisal and professional development
* Under the direction of the principal, lead on all financial matters in college, to ensure the college’s successful financial performance and to ensure financial decisions are clearly linked to the college’s strategic goals
* As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
* Take responsibility for the content and submission or relevant information to the senior leadership team, the governing body and outside agencies
* Implement college-wide changes and allocate resources in line with the college improvement plan, putting policies and procedures in place and communicating them to staff
* Take all decisions in line with the vision and values of the college, and encourage others to do the same
* Assist the principal with a marketing plan for the college, which utilises the college website, signage, the prospectus, and communications with current and prospective parents

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| **Financial Management**  | * In partnership with the principal and centralised Trust staff, manage the college’s budget and ensure it is balanced, realistic, and represents an effective use of funds
* Submit the budget to the governing board and centralised Trust staff
* Monitor the budget all year round, advising the principal where revisions or changes are needed
* Forecast future years’ budgets, based on the college’s estimated funding and trends in expenditure, to enable the principal to make strategic, long-term decisions
* Comply with financial reporting requirements and submit statutory returns including the ILR
* Oversee college banking on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
* Assist the principal to develop and implement the college’s fundraising and income generation strategy
* Assist the principal on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
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| **Human Resources** | * Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
* Conduct reviews of the college’s staffing structure to ensure effective deployment of staff and financial efficiency
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| **Health and Safety** | * With the principal and premises team, supervise the maintenance of the college site
* Manage the college’s compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the college
* Organise health and safety training for staff
* Take a leading role in preparing for external health and safety audits
* Lead the development of health and safety planning and risk assessment within college
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| **Compliance** | * Manage the college’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
* Track all college policies and ensure they are updated in accordance with the policy review schedule
* Awareness of Ofsted data requirements
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| **Administration** | * Keep records in accordance with the college’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Provide administrative support for the principal and governing body
* Support the data protection officer with ensuring data protection compliance and helping the college community understand how to comply with data protection law
* Assist with the development of policies and procedures relating to health and safety, security, confidentiality and data protection.
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| **Data** | * To manage the administration and processing of all pupil data independently and provide analysis/report to SLT data lead including all assessment, recording and reporting systems.
* setting up effective and efficient processes to collect and analyse data, to provide ongoing analysis of trends in assessment data and reporting findings to trustees and Principal to enable them to put in place appropriate interventions.
* To develop and produce general reports, including data analysis and manipulation as requested
* Complete and submit the ILR information in a timely manner
* Assist in creating systems for recording all student data
* Be responsible for the compiling, analysis and report production in line with Ofsted requirements of the school’s
* pupil related information.
* To produce and analyse data to include spread sheets when required.
* Provide analytical type administration support for the SLT
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**Person Specification**

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| **Criteria** | **Qualities** | **Essential** | **Desirable** |
| **Qualifications and training** | A qualification ideally in accountancy, business management or related discipline.  |  | **X** |
| A college business management qualification | **X****(or willingness to undertake)** |  |
| **Experience** | Successful leadership and management experience in a college, or in a relevant field outside education | **X** |  |
| Involvement in college self-evaluation and improvement planning | **X** |  |
| Line management experience | **X** |  |
| Experience of change management | **X** |  |
| Contributing to staff development |  | **X** |
| Excellent Excel skills |  |  |
| Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing. |  |  |
|  | Ability to identify priorities quickly and accurately and to ensure that deadlines are met |  |  |
| **Skills and knowledge** | Knowledge of financial management | **X** |  |
| Excellent attention to detail | **X** |  |
| Previous use of SIMS/ another management information system | **X** |  |
| Effective communication and interpersonal skills | **X** |  |
| Ability to communicate a vision and inspire others | **X** |  |
| Ability to build effective working relationships with staff and other stakeholders | **X** |  |
| highly effective organisation and planning skills |  |  |
| **Personal qualities** | Commitment to promoting the ethos and values of the college and getting the best outcomes for all pupils | **X** |  |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the college | **X** |  |
| Ability to work under pressure and prioritise effectively | **X** |  |
| Commitment to maintaining confidentiality at all times | **X** |  |
| Commitment to safeguarding and equality | **X** |  |
| Commitment to personal professional development | **X** |  |
| Understanding of leadership principles and the ability to lead others effectively through establishing professional working relationships | **X** |  |