

JOHN TAYLOR MULTI ACADEMY TRUST

John Taylor High School and John Taylor Free School				
Job No.	Post Title	Grade	JE Pts	Date
S114	Business Manager Level 4+	Grade 12	451 Hay	April 2008

Responsible to: JTMAT Chief Operating Officer

Responsible for: School Finance/Administrative and Site staff

Statement of Purpose

- Be a member of the senior leadership team at both Schools and contribute to the strategic direction of the schools.
- Take the delegated responsibility for the following:

Support Strategic Management

Under the overall direction of the Heads of Schools.

- Formulate the aims and objectives of the schools.
- Establish the policies and improvement plans through which they will be achieved.
- Manage and lead staff towards that end, including a leading role in staff meetings and staff training.
- Monitor progress towards their achievement.
- Oversee the quality of support staff teams, ensuring they provide a quality learning and teaching environment, and a quality administrative and financial service both to the leadership team and teaching staff of the schools.

Support HR Management

- Leading, managing and developing the support staff who provide administrative, site, technical and teaching assistant support to teaching staff.
- Ensure that all support staff understand their key roles in supporting the primary purpose of the schools to raise pupil achievement and to provide quality learning and teaching.
- In consultation with school professional development co-ordinator (and Trust support staff training officers), develop a programme of development and training for support staff.
- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy, are commonplace. Take a personal role in spreading good practice.
- Line management responsibility for facilities management staff, finance and office staff. Line management will include regular meetings, mentoring, co-ordination, monitoring of these colleagues, and will include the requirements of the Trust's performance management scheme.

JOHN TAYLOR MULTI ACADEMY TRUST

- Liaise with Curriculum Area Leaders about allocations of tasks and duties to teaching assistants and technicians in accordance with the conditions of service and development needs of support staff.
- Make a major contribution to writing the school improvement plans, ensuring that support staff are consulted and involved in the development plan process, and that proposals for their development and training are built into the plan.
- Be familiar with support staff conditions of service, and will be responsible for their development.
- Liaise with and advise relevant teaching staff managers who will direct day-to-day work of support staff.
- Liaise with and consult these Curriculum Area Leaders as part of the agreed performance review arrangements for support staff.

Support Financial Management

- Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity.
- Support the Heads of Schools in bringing greater openness and transparency to financial matters.
- Help the leadership groups development planning incorporate genuine financial forward planning, and a distinction between the use of monies for maintenance and for development.
- Carry out appropriate budget modelling, providing costed reports to Heads of Schools, leadership group and LGB Managing and Organising committees.
- Oversee the work of the finance and administration staff so that an administrative and financial service is provided for each school.
- Oversee the spending of the budget so that funds are spent as governors wish, that there is scrupulous financial probity, and that audit recommendations and the financial requirements of the Trust's delegation of powers are implemented.
- Look for opportunities for the schools to bid for funds, contributing to and leading bids as required by the Heads of Schools.

Support Resource Management

- Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Line management responsibility for the school site staff via the site manager. They will work to improve the schools' "housekeeping" and public image.
- Make recommendations to the Heads of Schools and governors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible, and once authorised, oversee the spending of these funds, consulting with Curriculum Area Leaders to ensure that both repairs and improvements are fit for educational purpose.
- Write and oversee tendering arrangements on behalf of the governors, where they take delegated responsibility for contracts, liaise with the Trust where it has retained responsibility for contracts under best value arrangements.
- Ensure improved service, value for money, and fitness for purpose.
- Liaise with contractors and maintenance staff.
- Be an expert in the funding arrangements regarding buildings and repairs so that the schools leadership is clear about the relevant responsibilities of DfE/ESFA/Trust and schools.
-

JOHN TAYLOR MULTI ACADEMY TRUST

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the schools.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

JOHN TAYLOR MULTI ACADEMY TRUST

**Person Specification
Business Manager Level 4+**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Proven Management experience. • Experience of guiding, motivating and developing team members. • Financial acumen. • Management of contracts and/or financial bidding systems. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Degree Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline. • Management and/or Accountancy Qualification desirable. 	I/T
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Leadership and Management skills. • Excellent numeracy and literacy skills. • Negotiating skills. • Commercial flair. • Excellent interpersonal skills – evidence of ability to establish effective working relationships. • A commitment to own personal development. • Understanding of relevant financial, health and safety, education legislation and its impact on schools. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service delivers the diverse needs of its customers and encourage social inclusion. • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities. • Helps others to find value for money ways to continuously improve the service. 	

JOHN TAYLOR MULTI ACADEMY TRUST

<ul style="list-style-type: none"> • Anticipates the need for change and proactively introduces systems to ease and support transition. • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process. • Creates a sense of self belief, energy and pride in others about what the schools are setting out to achieve. • Plans communication effectively and acts as a role model in providing open, honest communication. • Ensures team is focused on the contribution they must make. • Handles sensitive issues constructively to resolve conflict. • Manages demanding workloads and meet commitments • Ensures the team receives sufficient resources and backing .to deliver against objectives. • Manages performance robustly within an inclusive working environment that values everyone’s contribution, coaches others in developing and maintaining effective relationships and team working. • Overcomes obstacles to achieve team’s objectives. • Takes considered risks using initiative and flexibility to deliver. • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring. • Promotes a culture of trust, where honest and constructive feedback is sought. • Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success. • Develops and nurtures networks within and outside the organisation. 	AF/I
---	------

AF - Application form

I - Interview

T - Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***