

**Post:** Business Manager

**Pay Range:** £40,705 - £47,675

*A key post as a Member of the Senior Leadership Team for the Federation.*

#### Main Areas of Responsibility

- Strategic planning
- Financial management/Income generation
- Facilities and Estate Management
- Risk Management
- Human resource management
- Health and Safety Management.
- Marketing – school image
- Quality Assurance

#### Skills and Personal Qualities

- ✚ Resilience
- ✚ Ability to Embrace Change
- ✚ Questioning/Self analysing
- ✚ Energy
- ✚ Enthusiasm
- ✚ Organisational skills
- ✚ Research skills

#### Key Competencies

- Leadership & Strategic planning
- Analysis and evaluation
- Ethics
- Project Management
- Resource Management
- Collaboration and Team working
- Communication
- Professional Development

#### Strategic Planning

- ❖ Involvement in SDP
- ❖ Financial plan (FMS6) & Development Plan
- ❖ Extended Schools provision
- ❖ Development of a Federation (3-19)
- ❖ Sustainable Developments
- ❖ Involve Stakeholders
- ❖ Short, Mid and Long Term planning

#### Financial Management & Income Generation

- ✚ Cost effective curriculum
- ✚ Devolve funding effectively – bid vs formula
- ✚ Effective Financial Management Policy
- ✚ Financial Procedures (FMSIS)
- ✚ Budget monitoring –spending patterns
- ✚ Financial advice and training

## Best Value

- ✓ Challenge existing practice
- ✓ Compete wherever practicable, fairly and openly to provide the best services
- ✓ Compare performance with other schools through Benchmarking
- ✓ Consult stakeholders e.g Kirkland Rowell

## Facilities Management

- ❖ Premises Development Plan
- ❖ Re - Negotiate contracts e.g. Catering
- ❖ Extended school facilities – promote and hire.
- ❖ Consider new in-house options?
- ❖ Look at energy savings
- ❖ Environmental issues

## Human Resources

- ✚ Developing Robust Policies
- ✚ Strong management – key policies introduced.
- ✚ Recruitment Procedures developed.
- ✚ Absence Management policy.
- ✚ Personnel Issues
- ✚ Employment law
- ✚ Payroll

## Professional Development

- ✓ Staff development plan
- ✓ Performance Management Leadership role.
- ✓ Professional Standards/ Occupational Standards
- ✓ Encourage staff to take accredited courses
- ✓ Push all forms of SDP e.g. roles and responsibility
- ✓ In house training
- ✓ Mentoring/Coaching
- ✓ Sustainable Leadership – grow your own
- ✓ Online PD Portfolios

## ICT Management

Work as part of a team with SL for ICT, Network Manager and Arts Development Officer.

- Development Plan for ICT
- MLE development
- Hardware purchase and usage.
- ICT adds value and saves time.

## Health and Safety Management

- ✚ Responsible for security of site
- ✚ Maintain a health and safety conscious school.
- ✚ Repair, maintain and purchase furniture and fittings
- ✚ Advise and lead the Governors H&S committee.
- ✚ Keep up to date with latest H&S regulations.