



JOB DESCRIPTION

Name:

Post Held: Business Manager

Responsible to: Principal

Hours per week: 37 hours
08.00 – 16.30 Monday – Thursday
08.00 – 16.00 Friday

Weeks per year: All year round

The Business Manager at DSTC is the College's leading support staff professional and works with the Principal and SLT to ensure the College meets its educational aims whilst enhancing the effectiveness of the College as a business, providing a safe and vibrant site and ensuring resource procurement and management shows value for money.

KEY DUTIES & RESPONSIBILITIES:

- To be responsible for the business management of the College and to provide advice on these matters to the Principal, Senior Leadership Team and Governors.
- To be responsible for the management, development, operation and delivery of all support services within the College.
- To line manage the Finance Manager, Site Manager, Network Manager and admin staff.
- To be a member of the Governors' Strategy, Finance and Staffing Committee.
- To be an associate member of the Senior Leadership Team.

Administration

- To be responsible for the day-to-day running of the College Office and Reception ensuring internal cover for absences.
- To assist with general office duties as necessary.
- To oversee requests for time off, holidays and TOIL of support staff prior to agreement by the Principal.

Facilities

- To oversee the work of the Site Manager to ensure the safe, effective management and letting of facilities and an efficient and cost-effective programme of maintenance and refurbishment.
- To be responsible for health and safety issues within the College, working with the Site Manager to ensure the safety of staff, students and visitors.
- To ensure Staff and Governors are aware of national/local requirements in relation to Health and Safety issues.
- To ensure that all necessary risk assessments are in place and are reviewed and updated on a regular basis.
- To have a strategic overview of first aid in the College and to ensure that there are an appropriate number of trained First Aiders.
- To ensure that emergency planning exists, is shared with appropriate staff and stakeholders, and is updated annually.
- To oversee the planning and management of all capital projects within the College.
- To be responsible for the writing and maintenance of the College Travel Plan.
- To manage the procurement of all College contract services such as Catering, Cleaning and Grounds Maintenance. To meet with contractors/service providers regularly to ensure that a high level of performance is maintained in line with the contract or service level agreement and to carry out regular reviews and feedback of these.

Finance

- To oversee the work of the Finance Manager to ensure best value in all the College's financial dealings and adherence to financial regulations and compliance.
- To work with the Finance Manager and Principal to prepare the annual and 3-year budget plan and undertake financial planning and forecasting.
- To ensure payroll and monthly budget monitoring are produced in a timely manner and co-present these, with the Finance Manager, to the Principal.
- To have an understanding of all income streams. To develop and maximise income generating activities including preparation and submission of bids for funding to external agencies, marketing, business links and sponsorship.

IT

- To oversee the work of the Network Manager to ensure that the College's IT systems and structures are run smoothly, efficiently and are cost-effectively.
- To ensure the Network Manager keeps the College Asset Register accurately and regularly updated.
- To ensure that all license agreements offer value for money and are being used effectively.
- To ensure the website is clear, relevant and compliant.
- To ensure that all email address groups are regularly reviewed and are accurate.
- To oversee the photocopier siting, maintenance and budget allocations.

Leadership

- To oversee and support all recruitment processes for support staff.
- To ensure the induction of new support staff takes place in a timely manner and is appropriate to the role.
- To lead on the support staff Performance Management process and, as part of this, ensure job descriptions for all support staff are up to date.
- To lead the review and development of all policies relevant to school support services.
- To oversee the wellbeing of all support staff.
- To identify, source and contribute to the training and development of support staff.
- To undertake the role of Presenting Officer for admission appeals.
- To prepare papers, attend and contribute to Governors' meetings as directed.
- To support the writing of the College Development Plan and SEF.

Marketing

- To be responsible for the development, co-ordination and delivery of the marketing strategy of the College to include organisation of whole school events and open days in conjunction with appropriate staff.
- To be responsible for the Alumni group and to co-ordinate Alumni events.
- To be aware of all charitable works undertaken in the name of DSTC to ensure they are well supported, accurately documented and suitably celebrated.

Please note

This job description is not a comprehensive definition of the post and you may be required to undertake other duties as the Principal or Governors may from time to time require. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

You will be expected to take your holidays at times to suit the College.

Signed Date
(Staff Member)

Signed Date
(Principal)