

Lancashire County Council

Operational Context Form

Post title: Business Manager 5					
Directorate: CYP			Location:	Blessed Trinity RC College Ormerod Rd, Burnley, BB10 3AA	
Establishment or team:		Business Management		Post number:	
Grade:	Grade 12	Staff responsibility:	Yes	Essential Car user:	No

Scope of Work – appropriate for this post:

The post holder will be a key strategic member of the Senior Leadership Team. They will be responsible for the management, planning, development, and implementation of all support services within a very large secondary school, including in-house catering and cleaning services.

The post holder will be expected to lead change within all areas of support services and will be outward facing in their approach.

- Accountabilities/Responsibilities – appropriate for this post:**
1. To give the strategic vision and leadership to all aspects of business and financial management of school resources including budget / financial planning of annual and medium term planning.
 2. To support Governors and the Headteacher in strategic planning and project management of all new initiatives.
 3. To give the strategic vision and leadership in the provision and management of all support services within the school, including finance, human resources, administration, ICT, health & safety, pastoral and facilities management including in-house catering and cleaning.
 4. To provide business and financial direction to the Senior Leadership Team, governing body and any supported schools.
 5. Develop, manage and motivate teams to aspire to high standards of work and professionalism by providing on-going coaching and training.
 6. To develop and implement appropriate policies relevant to school support functions.
 7. To negotiate, manage and monitor licences, insurances and contracts on behalf of the school ensuring compliance with all relevant legislation.
 8. To develop, as a regular function of the role, income generating activities including preparation of and submission of bids for funding to external agencies, as well as lettings.
 9. To have an involvement in community activities, such as Partnerships, Shared Services and split-sites.
 10. To be responsible for the development of the marketing strategy for the school.
 11. To be the health and safety manager for the school.
 12. To be responsible for the schools' fire and other emergency plans.
 13. To act as the organisations Data Controller, leading and ensuring compliance with GDPR.

FINANCIAL MANAGEMENT

1. Prepare annual estimates on income and expenditure and formulate school budget to present to Headteacher, Leadership Team, Governors and other relevant bodies.
2. To efficiently manage all such budgets in accordance with Financial Regulations, Standing Orders and the Terms of Reference of the Finance Committee of the Governing Body
3. To lead on terms of reference and procedures to ensure compliance with current and new internal and external auditing requirements
4. Provide regular, accurate financial plans and information to the Governing Body, Leadership Team, Local Authority and other statutory agencies or organisations in respect of all financial matters relating to school business
5. Prepare accurate annual budgets and project long-term assessments /financial appraisals related to the budget, income and expenditure to ensure financial stability and inform development and investment objectives
6. To analyse and review expenditure trends, costs and statistical information relating to services, resources, contracts and recommend changes or alternative provision to ensure value for money where best value principles are applied
7. To co-ordinate all arrangements for banking and advise as appropriate; to be responsible for all administrative functions relating to the school bank accounts, which include the delegated budget and unofficial school fund together with the reconciliation
8. Complete and return monthly and annual reports as required.
9. Ensure advice, guidance and training provision for all Governors, managers and budget holders in respect of funding available.
10. To be responsible for the accuracy of the management, submission and reconciliation of the school payroll service and for the payment of all salaries including variations.
11. To ensure that all financial returns are sent on due dates.
12. To manage the deployment of resources in relation to allocation to departments, capital investments, procurement and maintenance of fixed asset register
13. To support and advise the Leadership team, particularly in relation to financial aspects of the School Improvement Plan.
14. To provide accurate financial reports and information and interpret and present such data to the Governors Resources Committee.
15. To liaise with other bodies who could have an impact on the development of the school's strategic plans.
16. To be responsible for co-ordination of school responses to consultative bodies as appropriate.
17. To research, prepare, write and submit bids for external funding.
18. To manage all funding streams, including Government grants, property and premises related grants, etc, to ensure that the school obtains best value
19. To be responsible for ensuring that the security and confidentiality of monies and data are maintained at all times

PERSONNEL MANAGEMENT

1. Provide leadership and guidance to the schools HR Manager.
2. To oversee all HR related policies and ensure that such policies are adhered to.
3. To provide managerial support and direction to the HR Manager with regard to all personnel functions relating to the school.
4. To monitor staff sickness absence escalating poor attendance in line with appropriate policies.
5. To liaise with the HR Manager in the identification of support staff development needs and staff appraisals
6. To advise on all pay progression matters, contributing to the development of such policies and

working practices.

7. To support the Headteacher with all Staff Disciplinary matters.
8. To be responsible for advising the Governors Resources Committee on all HR related matters.

PREMISES MANAGEMENT

1. To have overall responsibility for premises related staff.
2. To have overall responsibility for the site and planned maintenance and development.
3. To ensure that the school complies with Statutory Testing guidelines in relation to all plant and equipment.
4. To ensure the School's Asset Management Plan is updated and reflects the needs of the school
5. To monitor the condition of buildings on site and advise Governors accordingly
6. To liaise with the Diocese, DfE, architects and contractors in relation to new building and refurbishment projects ensuring all works comply with Diocesan requirements.
7. To oversee planning and review of maintenance schedules for buildings and fixed plant and machinery.
8. To overview the security of the school buildings and develop plans for improvement.
9. To have overall responsibility for development and management of school lettings, including the Spirit of Sport, and the booking system used for such lettings
10. Review and negotiate service level agreements and contracts in relation to premises management.
11. To liaise with the Senior Leadership Team to ensure that the schools facilities meet the school curriculum needs and plans.
12. To provide accurate reports and information and to the Governors Resources Committee.

HEALTH & SAFETY MANAGEMENT

1. Act as the school's Health & Safety Officer
2. Liaise with the Site Manager and appropriate curriculum leaders regarding the upkeep of records.
3. Ensure the school's Health & Safety policy is implemented and reviewed accurately
4. Liaise with Site Manager to ensure systems are in place to enable the identification of hazards.
5. Monitor the implementation of Risk Assessments across the school to ensure hazards are appropriately removed or managed.
6. To ensure that all site related planned, preventative maintenance is undertaken and that suitable records are maintained, ensuring a proactive service is operated.
7. Ensure that suitable First Aid provision is in place within the school.
8. Act as the schools Education Visits Co-ordinator offering advice and guidance to Trip Leaders and members of the Senior Leadership Team.
9. To liaise with the Headteacher in relation to fire procedures taking responsibility for planned and emergency evacuations in the role of Chief Fire Officer.
10. As the school's Chief Fire Officer ensure all legislation requirements are in place, fire notices are displayed and records are kept up to date, with regular fire practice drills
11. Report Health & Safety matters to the Governors Resources Committee.

ICT MANAGEMENT

1. Oversee the provision of the schools' ICT Infrastructure.
2. Manage the Network Manager or external IT Provider ensuring the provision is focussed on

supporting educational outputs.

3. Work with the Network Manager or IT Provider to ensure that the school network is secure and that suitable filtering and monitoring systems are in place to support the schools safeguarding arrangements.
4. Work with the Network Manager or IT Provider to ensure that Business Continuity Plans for ICT are in place.
5. Ensure IT faults are monitored and responded to in a prompt manner.
6. Ensure the IT provision supports developments within Teaching & Learning.

PARTNERSHIPS

1. To create new partnerships which will further enhance the links between school and the local and wider community
2. To maintain those partnerships already developed with a range of stakeholders, including National Governing bodies

MARKETING

1. To be actively involved in the marketing of the school
2. To promote and support school events and publications
4. To liaise with the press on marketing initiatives

ADDITIONAL

1. Contribute to the overall aims of the school
2. Commitment to own professional development
3. Appreciate and support the role of other professionals
4. Commitment to safeguarding and protecting the welfare of children and young people
5. Commitment to equality and diversity
6. Commitment to health and safety
7. Commitment to supporting the Catholic ethos of the school and links between the school, parish and community
8. Be aware of and comply with policies and procedures relating to child protection, health & safety and security and confidentiality, reporting all concerns to an appropriate person

Contract Details	37 Hours / week with an unpaid lunch break of 30 minutes		
Conditions	The person appointed will be expected to work flexibly in order to attend after-school meetings and events in line with the school's needs.		
Hours of Duty	Monday 08.15 to 16.15 Tuesday 08.15 to 16.15 Wednesday 08.15 to 16.15 Thursday 08.15 to 16.15 Friday 08.15 to 16.00 <i>The post holder will be required to undertake working hours flexibly to meet the schools' needs.</i>		
Additional :	To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.		
Prepared by:	Helen Cusick	Signed:	Dated: 16.1.18
Agreed by Postholder:		Signed:	Dated:

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

Grade Profile
Level Six – Managerial (Grade 12)

<p>Level Six Purpose</p> <p>Plans and manages multiple related projects, services or teams engaged in diverse or complex work to ensure service objectives are met.</p>
<p>Scope of Work</p> <p>Role holders at this level may provide 'portfolio' leadership for a range of small teams in related professional/service areas OR may lead a large team. They will have considerable scope for operational decision-making and will be expected to resource services, manage and motivate teams and resolve complex problems.</p>
<p>Accountabilities/Responsibilities</p> <ul style="list-style-type: none"> ▪ Lead on medium term planning (typically beyond one year ahead) for the area, translating wider Group and Directorate objectives into a clear Service Plan. ▪ Attend groups/boards/partnerships to contribute to wider strategic planning processes within the Directorate. ▪ Interpret complex management and financial information to review progress towards team objectives on an ongoing basis, and improve systems where appropriate to enhance data quality. ▪ Lead on identifying and delivering change within the service area to ensure continuous operational, performance and efficiency improvement. This includes scoping and leading medium to large sized projects. ▪ Provide advice and guidance both internally and externally on a range of complex issues that may fall outside of established policies or procedures, to ensure that the best outcome for the service and Council. ▪ Review and prioritise the use of resources, including buildings, equipment and/or vehicles, to ensure they are put to best medium term use in delivering the service. This may include proposals on developing new income streams and difficult efficiency savings, for review by senior management. ▪ Develop, manage and motivate a team which aspires to high standards of work and behaviour, by providing ongoing coaching and undertaking training needs analyses. ▪ Build and develop partnerships and relationships with members, senior officers, external organisations and the community to ensure services are developed in line with changing priorities and needs.
<p>Skills, knowledge and experience</p> <ul style="list-style-type: none"> ▪ Knowledge and professional experience likely to be 6-8 years post qualification or equivalent ▪ Experience of managing and developing people from increasingly diverse backgrounds ▪ Ability to build relationships and influence at senior levels ▪ Excellent understanding of Directorate objectives, as well as of Corporate Plan and Community Strategy ▪ Excellent understanding of current developments in own and related service areas <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>

Performance Measures
<ul style="list-style-type: none">▪ Delivery of specified results e.g. outputs, volumes, continuous improvements.▪ CAA feedback and other audit feedback▪ Achievement of medium-long term milestones▪ Quality of partner relationships▪ Budgeted vs. Planned expenditure▪ Internal profile, customer satisfaction (internal or external) and service level measures.▪ Work force indicators (turnover, timeliness, absenteeism, etc.)▪ Project variance from time/budget targets