

Job Description and Person Specification

Job title:	Business Support Manager
Reports to:	Principal
Salary:	£27,084 to £28,581 per annum (depending on experience)
Start date:	ASAP or October
Contract Type:	Term Time Only (37.5 hours per week)
Contract type:	Permanent

The Role

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

This is a unique opportunity to help develop a new and innovative school, which will be shaped by three key elements for both students and staff:

- *Educational excellence*
- *Character formation*
- *Spiritual insight*

Avanti Court Primary is part the growing family of Avanti schools. The key responsibilities laid out here are those, which will be assumed by the successful candidate upon appointment. Specific responsibilities are likely to change over time.

Avanti schools are Hindu-designated faith schools. However, all staff members at Avanti Court Primary School will ***not be required to present themselves*** from any specific faith background and there will be no preference given in this regard. Applications are very welcome from practitioners of any faith and of none. The successful candidate will, however, be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

Key responsibilities

Overall	<ul style="list-style-type: none"> • To provide management for the non-teaching related services within the school in order to contribute to the achievement of the vision of the academy • To be available for SLT and SSC (School Stakeholder Committee) meetings when appropriate • Primary point of contact and to work in collaboration with Trust central teams, such as the HR, PM and Finance Teams • To work alongside the Principal, the senior leadership team and beyond to ensure the aspirational aims and objectives of the School and of the Trust are achieved.
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	<ul style="list-style-type: none"> • To be innovative and creative in all aspects of organisational development and significantly contributing to the growth and well-being of the School so that the School will be outstanding in both management and attainment. • To lead, with the Principal and senior leadership team, in developing and managing processes, systems and policies to ensure the smooth day-to-day running of the School • To ensure the implementation of Trust policies • To lead/undertake marketing of the school, thus to recruit and increase pupil numbers and meet school capacity targets • To lead on the admission processes and systems at the school to ensure pupil numbers are high
Support Services	<ul style="list-style-type: none"> • To be the champion for non-teaching staff and services across the school, setting the highest standards and securing a total focus on how every colleague has a role in achieving our objectives, particularly around supporting student achievement. • To ensure that support services are efficient, affordable and fit for purpose. <p><u>IT</u></p> <ul style="list-style-type: none"> • To manage the IT function within the school and to ensure the IT requirements of all staff and students are efficiently supported on a timely basis. • To assist leadership at school and Trust in the delivery of the IT strategy • Monitor the effective use of biometrics systems used by the school. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Manage the whole school administrative function and lead all admin staff to ensure accountability. • Design and maintain administrative systems that deliver outcomes based on the school's aims and goals • Use data analysis, evaluation and reporting systems to the maximum • To provide oversight of an effective administration system managing the main administrative office and Reception area to ensure it meets the needs of staff, students, parents and any external visitors to the academy. • To establish administrative systems and procedures for all departments within the academy, and to train and support staff to ensure that these systems and procedures are properly implemented and effectively controlled. • To deal with all insurance correspondence and communications for the academy, overseeing visits ensuring that necessary paperwork is completed to enable insurance cover to be effective

	<ul style="list-style-type: none"> • To be responsible for management of all data and information systems within the school and ensure all relevant standards are met. • To be proactive in developing systems and information management systems that add value to the School. • Prepare information for publications and returns for the DfES, LA, The Trust and other agencies and stakeholders within statutory guidelines. • To lead on the Single Central Register with the Principal <p><u>Catering</u></p> <ul style="list-style-type: none"> • Acting as the main point of liaison with the catering service providers • Dealing the first of contact for parents and students on meal related matters • Ensuring parents are making payments on Parent Pay for meals, trips, etc <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Act as the school's Health & Safety Lead. • Plan, instigate and maintain records of fire practices and health and safety records • Ensure the school's written health & safety policy statement is clearly communicated and available to all people • Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change • Enable regular consultation with people on health and safety issues • Ensure systems are in place to enable the identification of hazards and risk assessments • Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, The Trust and School Stakeholder Committee • Ensure the maximum level of security consistent with the ethos of the school <p><u>Other</u></p> <ul style="list-style-type: none"> • To manage all functions related to finance and HR which remain with the school • To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
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	<ul style="list-style-type: none"> • high quality challenge and leadership of mentoring and coaching is provided to all support staff to ensure that leadership and management of the School's resources is outstanding. • Ensure high levels of staff and student morale and motivation are built and maintained by helping secure their commitment to the aims, objectives and priorities of the School. • To complete relevant grant applications for the school • To oversee all communication coming from the School Office
Partnerships:	<ul style="list-style-type: none"> • Work in partnership with community/voluntary and regulatory bodies as required to place the school in the strongest position possible • Developing business contacts and opportunities with third parties in order to support the educational objectives of the Trust and the School • Working with community and business groups to offer the school as a resource and in return to gather intelligence on how the School can maximise the use of those groups' resources to the advantage of the School and the Trust. • To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives. • To represent the School at meetings within or outside the School when required.
Other	<ul style="list-style-type: none"> • To provide leadership and guidance for support staff, including direct line management responsibility where appropriate and as directed by the principal • To develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory. • In line with the tenets and vision of the Avanti Schools Trust, to treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture. • To further the values and ethos of the Trust across the school • To carry out other reasonable tasks from time to time as directed by the Principal • This job description may be amended at any time after consultation with you.

Person Specification

	Essential	Desirable
QUALIFICATIONS		
Level 2 (GCSE A*-C) or equivalent in English and Maths	√	
Relevant Management Qualification or significant experience	√	
Degree or significant experience in a relevant field	√	
Qualification in finance, School Business Management or other relevant area or willing to undertake a qualification in this area.	√	
Health & Safety qualification e.g. Managing Safely or appropriate experience		√
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE		
Proven experience in a relevant function	√	
Educational management experience		√
Experience of managing and leading staff	√	
Experience of project management e.g. building projects	√	
Ability to analyse, interpret, collate and present management information through reports and plans	√	
Able to plan effectively to ensure deadlines/targets are met by the Admin Team		
PERSONAL AND PROFESSIONAL QUALITIES		
Ability to effectively manage varied functions	√	
Ability to communicate confidently and effectively at all levels e.g. SSC, leadership team, teaching staff, contractors, caretakers	√	
High level IT skills particularly in Excel spreadsheets and Word	√	
Personable, approachable, able to explain complex issues	√	
Able to train staff on systems and processes		
Able to create an enthusiastic, highly driven workforce who demonstrate the Avanti Way		
Able to cope with varied pressures and work to deadlines	√	
Strategic approach to planning and business development	√	
Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	√	
Able to hold staff to account in order to reach deadlines and targets	√	
Ability to travel	√	
Ability to work flexibly outside normal hours if necessary	√	