

Lancashire County Council

Operational Context Form

Post title: Business Manager 4					
Directorate: CYP			Location:	Schools	
Establishment or team:		Sir John Thursby Community College		Post number:	
Grade:	Grade 11	Staff responsibility:	Yes	Essential Car user:	No

Scope of Work – appropriate for this post:
 To be a strategic member of the senior leadership team. To be responsible for the management, planning, development, and implementation of all support services within a large secondary school.

- Accountabilities/Responsibilities – appropriate for this post:**
- 1. To give strategic vision and leadership to all aspects of business and financial management of school resources including budget / financial planning of a years timescale
 - 2. To be a member of the Senior Leadership Team and have a strategic lead into the writing and creation of the school improvement plan, including directing the school ethos and vision.
 - 3. To give the strategic vision and leadership in the provision and management of all support services within the school, including human resources, administration, finance, catering and facilities/premises.
 - 4. Have overall management of all support services within the school, including human resources, administration, finance, catering and facilities.
- And**
- 1. To develop and implement appropriate policies relevant to school support functions.
 - 2. To negotiate, manage and monitor licences, insurances and contracts on behalf of the school.
 - 3. To develop income generating activities, including preparation of and submission of bids for funding to external agencies, as well as lettings.
 - 4. To have an Involvement in community activity, such as Partnerships, Shared Services and split-sites.
 - 5. To be responsible for the ICT Network
 - 6. To be responsible for the development of the marketing strategy for the school.
 - 7. To be the health and safety manager for the school.

Additional supporting information – specific to this post.
 Typically this role would be found in a large secondary school with an average budget of £5million, an average pupil roll of 1030, and an average support staff of 70.

Summary:

Has a strategic input into the School Improvement Plan and is equated to an assistant head teacher role. Manages all school support staff in a large school.

Knowledge:

A combination of applied and theoretical knowledge needed. Deals with situations from a background of conceptual understanding, rather than practical applications. Co-ordination of all support services in a large school, for example, administration, HR, finance, premises, catering, TAs and technicians. Planning up to a year ahead.

Development, motivation, assessment and reward of other employees. External negotiation and partnership. Creation of the right working climate.

Problem Solving:

Only the objectives are defined. The jobholder must think about how to achieve these goals. New procedures may have to be developed. Differing situations requiring the identification and section within the area of expertise and acquired knowledge, occasionally new facts may need to be sought. - Technical or experienced professional. The jobholder may be responsible for the obtaining of professional advice from external bodies. This job would have a high problem-solving element, acting in an assistant head teacher role, providing solutions in advance of them reaching the Leadership Team.

Accountability:

Working within already established precedents, policies and procedures; has significant decision making latitude within them. The Headteacher will have final sign off on decisions made.

Typically, this role would be found in a large secondary school with an average budget of £5million of which the jobholder would interpret, advise and facilitate by making decisions and taking action.

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 Five – Managerial (Grade 11)

Level Five Purpose Manages a team of professional staff engaged in more diverse or complex work to ensure the delivery of effective and responsive Council services.
Scope of Work Role holders at this level will be expected to resource services, manage and motivate a team and resolve complex problems. They have a greater degree of professional experience than at Level Four in order to deal with a broader range of specialisms and resource management issues. They will tend to report to a Head of Function or a small Group Manager and their work will tend to be reviewed against agreed targets rather than relying on detailed managerial control.
Accountabilities/Responsibilities <ul style="list-style-type: none">▪ Translate broadly defined deliverables into a clear work schedule/annual plan for the team, co-ordinating and integrating some diverse areas of work to provide clear direction for the team.▪ Lead the delivery of the team's service objectives through project management, commissioning/procurement of goods and services, and/or managing contracts and service level agreements. May need to look up to a year ahead to anticipate and respond to changes that will impact on delivery. Involved in critical elements of wider service planning.▪ Operate and interpret management information systems to ensure ongoing review of progress towards objectives.▪ Develop an overview of the area to identify wider ways to deliver continuous operational, performance and efficiency improvement, for review by senior officers. May need to work beyond the team boundaries and may deploy technical or commercial expertise to identify and deliver these improvements.▪ Develop, manage and motivate a team which aspires to high standards of work and behaviour, by providing ongoing coaching and training.▪ Review and prioritise the use of resources, including buildings, equipment and/or vehicles, to ensure they are put to best use in delivering the service.▪ Build and develop partnerships and relationships with members, senior managers, external organisations and the community to ensure service priorities are shared and communicated effectively.

Skills, knowledge and experience
<ul style="list-style-type: none"> ▪ Strong analytical skills and problem solving capability ▪ Experience of developing policy ▪ Project and change management skills ▪ Experience of providing in depth coaching and mentoring to develop others ▪ Experience of resolving complex issues and managing conflicting priorities ▪ Ability to build and maintain effective networks and relationships ▪ Excellent understanding of Directorate and Service area objectives, plus broad understanding of Council Community Strategy and Corporate Plan <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. ▪ Achievement of medium term milestones ▪ Quality of partner relationships ▪ Budgeted vs. Planned expenditure ▪ Customer satisfaction (internal or external) and service level measures. ▪ Work force indicators (turnover, timeliness, absenteeism, etc.) ▪ Project variance from time/budget targets