

Job Description

Business/Operations Manager

Band 8 (SCP 29 - 33): Full time, all year round,
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Job Description

Job Purpose:

To contribute to continuously improving the effectiveness and performance of the school by:

- Ensuring the effective oversight and delivery of the school budget and associated project budgets.
- Establishing, developing and implementing mechanisms for the promotion of partnership and communication mechanisms with all stakeholders.
- Developing information sources and systems relevant to the work of the school.
- Developing, co-ordinating, implementing and monitoring policy and performance management.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
- To be responsible for the Financial Resource Management/Administration Management/Facility & Property Management/ Health & Safety Management of the school as directed by the Headteacher or Chief Operating Officer.

Duties and key result areas:

Budget Management

1. To be responsible for the effective day to day oversight and operation of the school budget and separate project budgets.
2. To monitor the delivery and progress of projects, in terms of financial performance and outputs, taking responsibility for remedial action, if necessary, in agreement with Headteacher/Chief Operating Officer, deliveries and funding partners.
3. To evaluate and advise on best value with relation to service level agreements and all contracts.
4. To be responsible for identifying efficiencies, income generation, external funding opportunities and ensuring the overall smooth running of all business.
5. To ensure that secure financial procedures are in place and meet the requirements for internal and external assessment

Marketing & Communication

6. To represent school on external bodies and partnerships.
7. To manage all communication activity to support the effective and efficient governance and delivery of the school's core business.
8. To support the school in achieving its strategic aims, through a range of media and events, including the production of other publicity and information.
9. To continually develop and promote the profile of the school through social media, websites, newsletters and other stakeholder communications.
10. To ensure effective running of the school's website and associated micro-sites, ensuring all partners realise its value in terms of information provision and promotion of the School, Partnerships, business, programmes and projects across the activity spectrum.

Information Management

11. To determine the research and information needs of the school and continuously develop a range of information sources and databases relevant to the core business e.g. management information systems, government websites, local authority databases and single central record
12. To establish, develop and implement an effective, efficient and user-friendly information management system, to record baseline information regarding school provision, activities and quality standards.

Performance Management

13. To lead performance management activity for accountable teams, supporting the effective and efficient governance and delivery of school core business as directed by the Headteacher.
14. To contribute to the performance management systems and to play a leading role, with the other members of the Leadership Team in proactively preparing for external inspections
15. To contribute to the development and implementation of service standards and continuous improvement.

Facility and Property Management/Health & Safety

16. Manage the maintenance of the school site through line management of the site team.
17. Ensure the continuing availability of utilities, site services and equipment.
18. Follow sound practices in estate management and grounds maintenance whilst monitoring and accessing the contractual obligations for outsourced school services.
19. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.

20. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Headteacher, Trust, Academy Committee and where appropriate the Health and Safety Executive

General

21. To support the Headteacher in developing school events and to look at the future progress of the school, paying particular attention to the demographic of the school catchment area and planning for the peaks and troughs.
22. To support the Headteacher in delivering robust and personalised people management systems, in accordance with Trust policies and practice.
23. To support and engage in any regional/nationally relevant and work related event or activity.
24. To prepare reports for Trust and stakeholders, as requested by the Headteacher or COO.
25. Conduct staff appraisals, allocate individual work objectives to reflect the service plan, identify training and development needs and prepare skills and workforce plans.
26. To oversee staff absence management and manage cover for the school.
27. To oversee the recruitment process for staff.
28. To be an outward-facing member of the senior leadership team at school events.
29. Other duties appropriate to the nature, level and grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Travel to work sites, area offices, meetings or other venues as required on occasion

Working patterns: Usually Monday to Friday during term time, an 8 hour day between 0800 and 1700. Some evenings to support parents evening or governance meetings.

Working conditions: Mainly office based but some travel required.
Mainly indoors. Occasional exposure to working outdoors.

Please note that successful applicants will be required to comply with all trust policies.

Person Specification

Post Title: School Business Manager	SG67
Essential	Desirable
<p>Be educated to Degree Level or equivalent level of experience in a large organisation.</p> <p>Relevant Professional Qualification</p>	<p>Post Graduate qualification in Management or related areas.</p>
<p>Have substantial experience in a service operation, financial, human resources, or information management role.</p> <p>Manage systems for measuring performance, assuring quality linked to customer needs/organisational targets.</p> <p>Preparation of clear and concise reports, including recommendations. Devising and delivering on action plans.</p> <p>Experience of managing staff, budgets and physical resources.</p>	<p>Successful application of quality assurance models. Development of communications strategies within a multi-agency/partnership environment.</p> <p>Experience of working with local media.</p> <p>Development of web based applications of performance management systems.</p> <p>Working in partnership with a range of organisations on multi-agency projects.</p>
<p>Have excellent communication and interpersonal skills.</p> <p>Have excellent organisational skills and knowledge of systems which facilitate achievement of performance and quality goals.</p> <p>Good IT skills.</p> <p>Be able to work collaboratively with partners. Customer focused approach.</p>	

<p>Be methodical/accurate/thorough, but with the ability to be innovative and creative, in order to inspire team members/partners.</p> <p>Adept at planning and prioritising resources, including own time Able to listen, consult with others and communicate clearly.</p> <p>Be skilled in writing clear and logical reports.</p>	
<p>Manage pressures from conflicting deadlines and frequent interruptions.</p> <p>Be emotionally resilient</p>	
<p>Customer led.</p> <p>Committed to continuous improvement.</p> <p>Able to work alone with minimum supervision.</p> <p>Team player.</p>	
<p>Ability to develop and deliver clear work programmes and targets.</p>	<p>Assertive - able to communicate effectively at all levels</p>

Why Work for Pele Trust

Introduction

Pele Trust is a Multi Academy Trust (MAT) formed in February 2019. Currently a group of fourteen schools in Northumberland and North Tyneside, eleven primary and three secondary schools serving pupils aged 3 - 18, we came together through a mutual desire to provide the best educational experience for the pupils in our Trust.

Our mission

To build a learning community, brought together by choice, that enables our schools to support and challenge each other to provide consistently outstanding education whilst offering a more certain and stable pathway for students, parents and staff.

To have an influential voice contributing to the development and enrichment of education in the north-east of England.

Our vision

To be a learning community where everyone ...

- is happy to be
- learns and improves
- is known well and valued for who they are
- has a place
- is fulfilled
- consistently experiences a rich, stimulating and challenging learning environment
- strives for excellence in all they do
- treats others with respect, dignity and courtesy at all times
- contributes positively to the improvement of all of our schools
- recognises the important partnership between parents and school

Our Values

Pele Trust is founded upon values at both Trust and School level

1. Our schools are each driven by a set of explicit values that guide and shape the culture and ethos
2. We are committed to pursuing excellence in a manner that we can be proud of and that values every child equally
3. We are committed to acting with integrity and honesty in all of our decision making
4. We are committed to operating with openness and transparency and welcome the benefits of peer review and external scrutiny

5. We are committed to making a positive contribution to the development of the Trust and recognise that we will receive support and challenge in return
6. We believe that all individuals should be treated with compassion and kindness
7. We are optimistic in our outlook and see a positive future for our schools and pupils as we work together to meet the challenges ahead
8. We believe that leaders at all levels should demonstrate humility and a sense of service to others
9. We will seek to uphold and model the Nolan principles of public life, namely: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership

Structure and Governance

The structure of Pele Trust comprises three levels:

- Board of Directors
- Academy Committees
- Executive Leadership Team.

The aim of the management structure is to devolve responsibility and encourage involvement in decision making at all levels.

Further information about Pele Trust, including Director profiles, statutory reports and links to individual school websites can be found on the Pele Trust website

<https://www.peletrust.org.uk/governance/>

Directors

The Directors are responsible for setting general policy, adopting an annual development plan, setting the annual budget, trust wide budget monitoring and making major decisions about the direction of the MAT, capital expenditure and senior staff appointments.

Academy Committees

The management of individual school's is delegated by the Directors to the Academy Committee (AC) whose role is to:

- Maintain an overview and keep the Directors properly informed of the conduct and progress of the Academy
- Act as a critical friend to the Headteacher and staff of the Academy
- Be accountable to the Directors, parents and the wider community for the AC's actions and the Academy's overall performance

Executive Leadership Team

Comprising the Chief Executive Officer, Chief Operating Officer, two Deputy Chief Executive Officers, School Improvement Lead and all Headteachers, the Executive Leadership Team (ELT) operates at an executive level implementing the policies defined by the Directors and managing operational school business.

Each school has its own senior and middle leadership teams which may include Deputy Headteachers, Assistant Headteachers, Heads of Department/Faculty, Phase Leaders and Pastoral Leaders. These managers support Headteachers in the day to day operation of the schools, in particular organising the teaching staff, facilities and students.

Central Services

The Central Services team provides financial, administrative and business management support to all schools in the Trust.

Terms and conditions

Pele Trust adopts NJC terms and conditions which includes 26 days annual leave per year, rising to 31 days after 5 years service and nationally agreed pay scales. Pele Trust people policies are employee and family centric and Professional Support Staff have access to the Local Government Pension Scheme with highly attractive employer contribution rates.