



COLLEGE BUSINESS MANAGER

Essential/Desirable	
E	Certificate in School Business Management/Diploma in School Business Management or equivalent
D	Degree
E	Determined
E	Clear about lines of accountability
E	Leadership ability
E	Highly motivated
E	Excellent communicator
E	Effective at carrying through tasks
E	DPO trained
D	Finance/HR Qualification
E	Team player
E	Proactive
E	Resilient
E	Ability to keep to deadlines
E	Emphatic

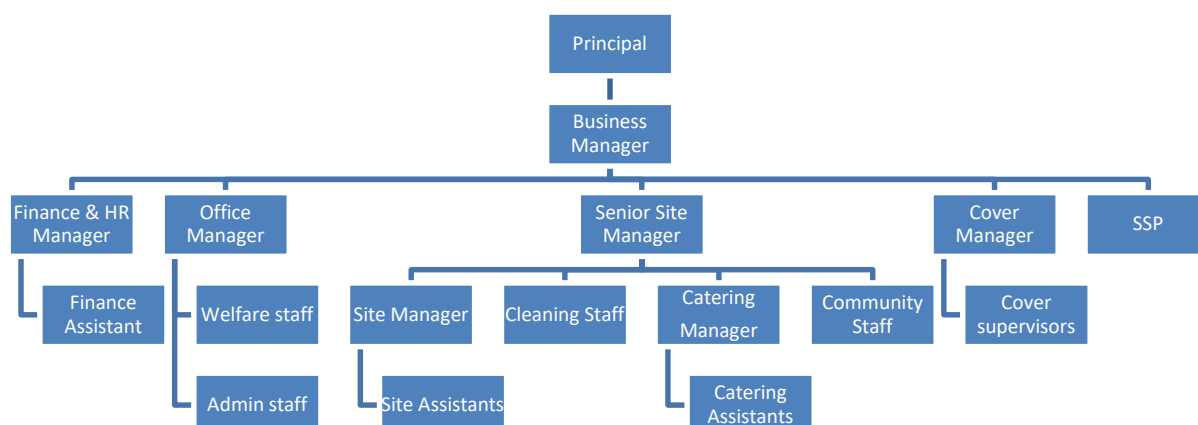
Role Profile

Role Profile Form Reference	02646
Department	Children's Services
Section	Schools
Role Title In Full	College Business Manager
IBC Role Title	Senior Administration Manager/Bursar
Role Reports To	Principal
Role Purpose	As a member of the college's senior leadership team, develop, direct and co-ordinate the full range of college financial and administrative services. To take an active role in developing strategies for the longer term use and development of the overall business and college site.

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE

Organisation



Accountabilities

Financial accountability/income generation	<p>To work with the Finance & HR Manager to:</p> <ul style="list-style-type: none"> advise on levels of expenditure and set budgets within the parameters set by the Principal/Governing Board contribute to developing contacts with businesses and external partners to develop and generate sources of income which support the development objectives of the college to ensure the use of financial resources are maximised for the college including identifying potential funding sources eg National Lottery and other funding streams to develop new ways in which the college's services, buildings and site might be developed for and utilised in the community eg extended schools.
Estate management	<ul style="list-style-type: none"> To oversee the preparation, review and implementation of a site development, security, improvement and maintenance programme for the college Manage staffing, buildings, ICT systems and equipment, vehicles etc to achieve uninterrupted service Day to day cover arrangements
Strategic planning	<ul style="list-style-type: none"> Contribute to the development and implementation of the longer term vision and objectives of the college Project manage capital developments on behalf of the college, eg new buildings in conjunction with the County Architect
Income Generation	<ul style="list-style-type: none"> SSP funding and marketing Whole college marketing and business development plan Oversight and co-ordination of college events Writing bids to support the college development plan
Customer Service	<ul style="list-style-type: none"> Develop and maintain an extensive range of customer/colleague contacts to develop and improve services and use of resources Regular contact at senior level throughout HCC to achieve resolution of complex problems and develop partnership working

Administration / Finance Support	<ul style="list-style-type: none"> • Ensure School Workforce Census compliance • Ensure compliance with school financial standards (SFVS) • Ensure support practices meet statutory and local authority requirements • Together with the Finance & HR Manager advise on allocation of budget to budget holders including purchase cards • Develop and maintain an up to date manual of financial and related procedures including the use of a range of IT applications. • To oversee the preparation of the college's annual accounts and associated information with the Finance & HR Manager • Supervise and manage the administrative arrangements for the appointment of staff to the college • Ensure preparation of annual pay statements for teaching and support staff with the Finance & HR Manager • Oversee management of staff records to provide accurate and up to date reports for budgetary and personnel issues • Investigate, identify and apply cost saving measures • Contribute to the governance of the college by advising the senior leadership team and the governing board on budget monitoring at least 6 times a year • Conduct HR meetings and ensure OH referrals are completed fully
Leadership and contract management	<ul style="list-style-type: none"> • Management of the support staff team including those directly employed and contracted staff • Promote links between support and teaching staff • Negotiate and monitor the performance of contracts for services eg cleaning and catering • Manage all financial contracts including SSP and SGO
Welfare	<ul style="list-style-type: none"> • In liaison with pastoral and first aid providers oversee the provision of welfare support and first aid to students in the college • Oversee medical provision and risk assessment in the college
HR – oversight of all HR practices	<ul style="list-style-type: none"> • Compliance with SCR • Absence monitoring • Return to work meetings • Referrals to OH • Lead investigation officer • DPO
Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability	<ul style="list-style-type: none"> • Carry out and be responsible for risk assessments to ensure health and safety is observed on the site whilst ensuring safe working practices and environment for all site personnel and visitors • Maintain an awareness of corporate and local policies and procedures and, as manager and team leader, ensure these are applied in the workplace e.g. ensuring appropriate training for self and staff

Key Decision Making Areas in the Role

- Spending up to the delegated authority level
- Allocation of financial and physical resources ie space/accommodation, furniture, equipment
- Managing the processing of income and expenditure
- Allocation of responsibility to support staff
- Student census data and financial allocation – PP/SEN/LAC funding
- Prioritising use of time, systems, equipment and money
- Analysis of reports and achievement of Best Value, including income sourcing, taking initiative on cost-cutting and fund raising
- Purchase and deployment of administrative IT equipment ie what is needed within the college and where it should be placed
- Effective use of information technology
- Effective deployment of staff to include arranging cover for absent staff from within college as well as sourcing externally

Role Dimensions – financial (working with the Finance Officer & HR Manager) and non-financial units (eg workload, customers and staff)

- £4M and above college budget – contribute to the management of the college budget as a member of the senior leadership team
- directly responsible to Principal but would be expected to draw up a draft budget in consultation with the Principal and draw up a 3-5 year financial projection
- 100 plus staff, 800 plus students – direct responsibility for support staff but liaison with other staff eg Heads of Faculties and other budget holders re. finance, all staff re. Health and Safety issues
- £60K plus - management of ICT assets – direct responsibility for the management of the IT admin system, liaison with EDIT or other suppliers over maintenance etc
- Building area of college/number of buildings - 32 acre site spread over 6 buildings

Main Contacts – external/internal customer contacts and purpose

- Support staff, governors, parents. Students and other schools, on a daily basis
- Own team (frequent – to manage team and share information with team) – HR, site, medical and cover
- HCC departments – Property Services, Finance, IT, Personnel (to achieve resolution of problems/service improvements and to develop partnership working)
- Contracts and suppliers (frequent – agreeing on site work arrangements/briefing re problem to be resolved/service or system usage required)
- Other users - Community - liaison with Community Manager where applicable over lettings, energy costs, cleaning etc, and the public and the Senior Site Manager/Site Team costings and lettings
- External businesses/partners - develop links

Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence

- Predominately office based job but does include visiting all areas of the college during the course of the week
- Some evening working

- Potentially some lone working

Role requirements for operational effectiveness

- 5 years + experience of successfully managing staff, leading and developing administrative and financial functions, including sound budget control and advice to a variety of audiences at a senior level.
- Demonstrates significant experience beyond the equivalent of first degree level in business administration, accounting or related disciplines.
- Able to assist with college based strategic planning and project management
- Able to understand and apply the principles of marketing

Operationally effective:

- 6 - 12 months
- Knowledge of school and county procedures, governor guidance, financial regulations
- Demonstrating improved presentation skills
- Efficient budget operation
- Timely reports
- Motivated staff
- Good internal communications
- Able to exercise initiative beyond entry level
- Maintaining facilities for delivery of uninterrupted education
- Outcome of audit or other specialist visit
- Positive feedback from OFSTED
- Clear observance of Health and Safety
- Able to manage a wide range of functional areas
- Ensuring cost effective and timely delivery of contracts
- Taking initiative on cost-cutting
- Ability to assist in securing commitment from external business and partners to provide income to the college through sponsorship etc.
- Effective deployment of IT equipment and staff
- Promoting proactive links between support staff and teaching staff
- Discretion and integrity

Context/Additional Information

- 52-week post – 37 hours per week contracted post- always/regularly works above this
- Direction from the Principal but expected to be proactive and use initiative, some delegated responsibility eg for financial decisions and responding to requests from the LA
- Environment is largely regulated but may act flexibly and creatively to reflect the needs of the college, some delegated responsibilities given with the authority to act on these, ability to use budgets and prioritise on specific priorities