

Milton Keynes Council – Role Profile

Role Title: **Business Support Manager**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0771**

Grade: **F**

Purpose of job

To support the head teacher by developing and maintaining a comprehensive business support package including staff and financial management.

Key Objectives

1	To assist the Head Teacher in monitoring all the school budgets and accounts. Ensure income/expenditure is correctly recorded and that all budget records are maintained and up to date
2	To assist the Head Teacher with monitoring the effectiveness of services provided eg energy, catering, supplies and services
3	Provide detailed analysis and evaluation of data and produce detailed reports/information as required
4	To keep inventories of equipment and arrange, in liaison with the Head Teacher the maintenance and/or replacements of equipment, furniture and fittings
5	Develop and adapt the support and administrative procedures within the school to maximise efficiency.
6	To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
7	Manage/supervise administrative staff including recruitment / induction / appraisal / training and mentoring

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Undertake recruitment/induction/appraisal/training/mentoring for other staff
- Manage complex administration procedures

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Manage service contracts.
- Manage school licences and insurance.
- Produce and respond to complex correspondence
- Undertake research to inform decisions

Work Profile

- Full working knowledge of relevant policies/codes of practice/legislation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge		Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time	A	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications	D	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role	E	
Qualifications	School management or financial qualification to NVQ 4 level	X	
Skills / Experience	Supervising staff	X	
	Financial planning and reporting	X	
Competencies		Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area	A	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements	S	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	E	
Planning and organising work	Prioritising work in the light of changing deadlines within the overall horizon of the school year.	X	I,R
Planning capacity and resources	Awareness and management of recurring periods of pressure on staff and other resources.	X	I,R
Influencing and interpersonal skills	Encouraging colleagues and others to adhere to agreed administrative procedures.	X	I,R
	Effective assessment of admin procedures. Identifying and introducing change where appropriate.	X	I,R
Using initiative	Awareness of potential problems and areas of improvement.	X	I,R
Working independently	Take responsibility for many non-teaching work streams as delegated by the HT or other senior manager.	X	I,R
Managing people	Full line management responsibility for a diverse team of support staff.	X	I,R
Managing resources	Financial management including budget monitoring, statutory reporting and assistance with financial planning.	X	I,R
	Assisting the HT with estate management including liaison with external contractors.	X	I,R
Managing risk	Awareness of health and safety issues in relation to administrative staff. Awareness of confidentiality issues and financial regulations.	X	I,R
Managing oneself	Ability to recognise the potential for personal development	X	I,R

