

Job Description

Job Title	Business and Operations Manager
Location:	Newfriars College
Pay Point:	Grade 12 £45,651 to £49,438 per annum
Conditions of Service:	Support Contract of Employment
Responsible to:	Head of College

Main Purpose

- Be a member of the senior leadership team at the College, sharing a collective responsibility to the strategic direction of the College, including planning, decision making, management and leadership of the college and will be pro-active in developing and maintaining sound principles of financial and business practice.
- Play a crucial role in leading, developing and managing all services essential to the successful performance of the college.
- Assist in the creation of an environment of fairness and harmony between groups and individuals, demonstrating a will to receive and consider new and innovative ideas and solutions.
- Assist in creating an environment where staff and students feel empowered and there is visible acknowledgement that all contributions are equally valued.
- Lead professional, high quality business services that underpin the teaching and learning across the college, enabling the college to grow, develop, operate efficiently and deliver learning and development outcomes for all of the Colleges stakeholders.
- Think and work strategically; to be innovative and entrepreneurial; to anticipate problems; to highlight issues and devise possible solutions' demonstrating an awareness of legislation, policies and practices which may impact the College; to advise the Head of College, College Councillors and staff on matters pertaining to all aspects of the role.

Main Duties and Responsibilities

To lead, direct and develop the delegated responsibility for the following:

Support Strategic Management

- Formulate the aims and objectives of the College.
- Develop and deliver long term strategic plans and forecasts.
- Establish appropriate policies and improvement plans through which they will be achieved, giving due consideration to Shaw Education Trust direction and advice.

- Manage and lead staff towards that end, including a leading role in staff meetings and staff training.
- Monitor progress towards their achievement and participate in relevant probation reviews and appraisals.
- Lead and Manage support staff teams, ensuring they provide a quality learning and teaching environment, and a quality administrative secretarial and financial service both to the leadership team and teaching staff of the College.
- Attend Parents forum to forge and promote parental partnerships.
- Demonstrate resilience, energy and enthusiasm whilst working to deadlines and specific time-scales.
- Continually review and update the service provision to sustain the future growth and development of the College.

Support HR Management

- To undertake the role of Human Resource Officer for the College staff
- Adopt a strong, caring and flexible leadership and management style so as to influence and motivate staff and students to achieve their objectives and those of the College.
- Lead, manage and develop the support staff who provide administrative, technical and teaching assistant support to teaching staff.
- Monitor and ensure high quality sustained performance is delivered from all team members raising issues as appropriate with the Head of the College
- Demonstrate a professional service to the college, ensuring that the team also deliver a high quality service.
- Be responsible for HR matters relating to all staff, maintaining confidentiality of staff records.
- To advise staff regarding salaries, expenses, sickness and maternity / paternity procedures.
- To be responsible for the management of the Attendance policy within College ensuring that return to work interviews are undertaken and the welfare of staff are considered in accordance with the SET policy.
- Provide support and assistance to other staff in relation to the Attendance Management policy.
- Line management of the non-teaching middle managers and associated staff. Line management will include regular meetings, mentoring, co-ordination, monitoring of these colleagues, and will include the implementation of 'best practice' performance management processes so as to provide a positive framework for staff development and achievement.
- Responsible for the recruitment and selection of staff in accordance with the Safer Recruitment guidelines and Keeping Children Safe in Education document.
- Ensure that the Single Central Record is maintained and updated regularly and timely as legally required.
- Ensure that all support staff understand their key roles in supporting the primary purpose of the college to raise pupil achievement and to provide quality learning and teaching.
- Develop a programme of development and training for support staff.
- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy, are commonplace. Take a personal role in ensuring good practice is shared.
- Liaise with heads of department about allocations of tasks and duties to teaching assistants and technicians in accordance with the conditions of service and development needs of support staff.

- Contribute to writing the College development plans, ensuring that support staff are consulted and involved in the development plan process, and that proposals for their development and training are built into the plan and subsequently delivered.
- Have an awareness of support staff conditions of service, and understand where and when to seek specialist advice from Human Resources.
- Liaise with and advise relevant teaching staff managers who will direct day-to-day work of support staff.
- Liaise with and consult these heads of department as part of the agreed performance review arrangements for support staff.

Support Financial Management

- Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity.
- Support the Head of College in delivering open and transparent financial processes, practice and procedures.
- Help the leadership group development planning incorporate genuine financial forward planning, and a distinction between the use of monies for maintenance and for development.
- Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- Manage and develop the Colleges income generation.
- Provide costed reports to the Head of College, leadership group and college councillors' finance committee as required.
- Oversee the work of the finance and administration staff ensuring that an effective and efficient administrative and financial service is provided for the College.
- Oversee the spending of the budget so that funds are spent as governors direct, that there is scrupulous financial probity, and that audit recommendations and the financial requirements of the ESFA and Trusts' delegation of powers are implemented.
- Oversee the financial commissioning and Exceptional Needs funding requests and applications with the SLT and Local Education Authorities
- Advise and support the Head of College with changes and updates to High Needs Funding and Dedicated Grants.
- Look for opportunities for the College to bid for funds, contributing to and leading bids as required by the Head of College.
- Ensure that the individualised learner record return (ILR) guidance is followed on all items that are used, or will be used, for funding purposes, including elements of the national funding formula. Check the latest guidance to make sure all areas of ILR returns are complete, including identifying the required top-up funding.

Support Resource Management

- Oversee the College premises, including College housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Have line management responsibility for the College site staff and Health & Safety Officer
- Work to improve the college's "housekeeping" and public image.
- Make recommendations to the Head of College and College Councillors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible,

and once authorised, oversee the spending of these funds, consulting heads of department to ensure that both repairs and improvements are fit for educational purpose.

- Ensure improved service, value for money, and fitness for purpose.
- Liaise with contractors and maintenance staff.

ICT Management

- Line management of the college ICT support staff via the Network Manager.
- Ensure improved service, value for money, and fitness for purpose in the purchase of all ICT equipment to support the College through teaching and learning and administrative tasks.
- To support in the development and management of the Management Information System (MIS) and to ensure all information for Individualised learner record (ILR) returns are captured appropriately within the MIS.

Support to College (this list is not exhaustive and should reflect the ethos of the College)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Ensure that all individuals visiting the college are appropriately vetted in order to protect the wellbeing of students.
- 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
- Support and ensure equal opportunities for all staff and students
- Contribute to the overall ethos/work/aims of the College
- Demonstrate an appreciation and support for the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Maintain own continued professional development in accordance with the role profile and requirements of the job.