

**Manchester City Council  
Job Description**

**Business Support Manager Level 2  
Administration and Organisation Support, Schools  
Grade 9**

The post holder will report to the head teacher. Apart from other colleagues the main contacts of the job are the head teacher, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

**Main Purpose of the job**

1. To be responsible for the development, management, operation and delivery of support services within the school.
2. To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

**Organisation**

3. To provide management and leadership to school support staff within a multi-disciplinary support structure
4. To be responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for support staff
5. To monitor staff performance against objectives set in line with performance management arrangements, taking a lead role in the development of training programmes / learning opportunities and managing performance
6. To be a member of the school's Senior Leadership Team
7. To prioritise and organise own workload and that of other support staff to meet conflicting deadlines in consultation with the operational needs of the school

**Administration**

8. To be responsible for the design, implementation and maintenance of administrative support systems and procedures in the event of changes in legislation and / or management structures in order to meet the needs of the school
9. To determine the need for and arrange provision, analysis and evaluation of data and detailed reports and information

10. To be responsible for the submission of relevant information to the Senior Leadership Team, the Governing Body and outside agencies
11. To commission appropriate Payroll systems and be responsible for their effective operation
12. To respond independently to complex correspondence and produce complex and confidential reports and information as required
13. To ensure accuracy and confidentiality of information produced relating to the management and administration of the school
14. To oversee the administration of pupil admissions

## **Resources**

15. In consultation with the head teacher, to be responsible for the preparation of the school's annual revenue budget for submission to the governing body and the monitoring and evaluation
16. To be responsible for securing Diocesan/LA approval to spend capital funding on approved projects
17. To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
18. To be responsible for the appropriate deployment of staff, including recruitment of staff
19. To be responsible for the provision of specialist advice and guidance to the Senior Leadership Team and the Governing Body etc, on national and local guidelines, policy and statute etc
20. To interpret matters of policy, procedures and statute to ensure the school's compliance and initiate appropriate actions that arise as a result
21. To provide organisational and complex advisory personal support to other staff
22. To manage procurement and be responsible for developing projects to secure relevant sponsorship and additional funding streams
23. To identify the need and be responsible for securing appropriate licences and insurance
24. To be responsible for devising effective marketing and promotion strategies for the school, including organisation of events and open days

25. To be responsible for the management of facilities including use of major building premises and associated income, and major building works and projects, for example, new development
26. To develop work specifications and manage service contracts with private providers, including Service Level Agreements
27. To lead the development of Health & Safety plans within the school, ensuring that they are regularly reviewed and issues identified
28. To ensure emergency and contingency plans are in place and that any risks / issues are mitigated

### **Responsibilities**

29. To assist with the development and implementation of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person as soon as they arise, in liaison with outside agencies if necessary
30. To be aware of and support difference and to ensure equal opportunities for all
31. To contribute to the development and implementation of the overall ethos, work and aims of the school
32. To develop constructive relationships and communicate with other agencies and professionals
33. To participate in training and other learning activities and performance development as required
34. To recognise your own strengths and areas of expertise and use these to advise and support others

**Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.**

**Manchester City Council  
Person Specification**

**Business Support Manager Level 2**

**Experience**

Have considerable experience of working in a business environment at a management level

Excellent team working and leadership skills

**Qualifications/Training**

Possession of Diploma of Schools Business Management qualification (DSBM) or willingness to work towards with support of the School

Possess excellent numeracy and literacy skills

**Knowledge/Skills**

Have an understanding of the NASBM Professional Standards and demonstrate these skills and behaviours.

Have a full knowledge and understanding of the legislative framework of schools and education

Ability to interpret advice and statutes and to devise policy and practices in light of these

Excellent analytical skills to understand, interpret and utilise statistical data and management information

Excellent communication and negotiation skills

Ability to manage a multi-disciplinary team and demonstrable evidence of effective staff management, motivation and development, including the establishment of a positive performance culture delivering continuous school improvement

Demonstrable ability to plan and deal with competing priorities to ensure the changing and developing needs of the school are met

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures

A broad understanding of the value and use of new technologies in improving and modernising working processes

Ability to relate well to children and adults

Have the ability to persuade, motivate, negotiate and influence others

Have the ability to self-evaluate learning needs and actively seek learning opportunities

### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure to a DBS (Disclosure and Barring Service) check.