



## Job Description

Job Title	Business Support Manager
Grade	Scale 8
Reports to	Chief Finance Officer (CFO)
Responsible for	Financial Management of the Trust Schools
Liaison with	Headteachers /Trust Finance Manager/School staff, where necessary
Job Purpose	Provides operational and financial support to a group of schools.
Principal Accountabilities	Key responsibilities include financial administration, and implementing process improvements, ensuring the schools meet their business objectives.
Duties	<p><b>Operational Support:</b></p> <ul style="list-style-type: none"><li>Project management: Leading and supporting operational projects to achieve desired outcomes and service excellence.</li><li>Process improvement: Identifying areas for process improvement and implementing changes to increase efficiency and effectiveness.</li><li>Data analysis and reporting: Analyzing financial data, preparing reports, and presenting findings to stakeholders.</li><li>Financial management: Producing the budget and three-year plan for inclusion in the Trust budget and monitoring this budget, working with the headteacher to ensure overspends can be funded elsewhere and efficiencies are made where appropriate.</li><li>Resource management: Ensuring efficient use of resources, including physical assets, equipment, and supplies.</li><li>Ensure Finance System is correct and ledgers reflect the accurate financial position of the school</li></ul> <p><b>Administrative Support:</b></p> <ul style="list-style-type: none"><li>General administration: Handling tasks like data input, mail, printing, and responding to inquiries.</li><li>Information management: Ensuring the correct handling of information, including GDPR compliance with data protection regulations.</li><li>Maintaining records: Ensuring accurate and up-to-date records are kept for various business functions.</li></ul>

	<p><b>Stakeholder Engagement:</b></p> <ul style="list-style-type: none"> <li>• Building relationships: Developing and maintaining positive working relationships with internal and external stakeholders.</li> <li>• Communication: Communicating effectively with various stakeholders, including team members, management, and external partners.</li> <li>• Collaboration: Working collaboratively with other teams and departments to achieve common goals.</li> </ul> <p><b>Other Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Business planning: Contributing to the development and implementation of business plans.</li> <li>• Change management: Championing change initiatives and promoting best practices within the team.</li> <li>• Compliance: Ensuring adherence to relevant policies, procedures, and regulations.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person</li> <li>• Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils</li> <li>• To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the Trust/School's Equal Opportunities Policy</li> <li>• Adhere to GDPR requirements to safeguard data held across the Trust.</li> <li>• The Trust &amp; School Governing Committees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• EFSPT is committed to Trauma Perceptive Practice, the Essex approach to understanding behaviour and supporting emotional well-being. Being trauma-perceptive means that through our values, policies, and practices, we can effectively support the children, families, and communities in our Trust, creating spaces of belonging</li> </ul>

	<p>and safety that enable everyone to flourish, become resilient, and learn.</p> <ul style="list-style-type: none"><li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li></ul>
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# PERSON SPECIFICATION

## Business Support Manager

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	NVQ Level 4 or equivalent qualification or experience in financial management
	Knowledge of relevant policies and procedures	Detailed knowledge of school policies and procedures including financial controls and HR administration
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake complex financial/budgetary calculations
	Technology	Ability to use Google and wide range of financial and administrative IT packages
Communication	Written	Ability to complete complex returns, write complex letters and reports
	Verbal	Ability to exchange information clearly, presentation skills, training etc.
	Languages	Strong command of the English language
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Knowledge level of behaviour management policy plus any specialist skills
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Establish effective relationships with those working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make an distinctive contribution to the work of a team both as member and manager.
	Information	Following/giving instructions, requirements to provide information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure

	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance