



JOB DESCRIPTION

POST	AMAT Hubs Business Manager
GRADE	AMAT Grade 8 scale points 24 - 27
RESPONSIBLE TO	CEO
STAFF MANAGED	Hub Administrator
LOCATION	Based at AGTT Centre, Lock Lane, Castleford, WF10 2LW with travel to other sites as needed
SAFEGUARDING STATEMENT	To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
JOB PURPOSE	<p>Provide the operational and administrative leadership to enable the English Hub and Stronger Practice Hub to thrive, leading all aspects of business operations including:</p> <ul style="list-style-type: none"> • Leading the administration and operational functions across both hubs. • Managing invoicing and working with the CFO to track the budgets carefully • Planning and co-ordinating large-scale training events and conferences. • Developing efficient systems and processes to support rapid growth. • Managing resources and operational compliance. • Supporting funding and support excellent financial oversight. • Building a highly efficient support team. • Working collaboratively with schools, local authorities, the Department for Education and national partners.
Organisation	<ul style="list-style-type: none"> • Lead the planning, development, design, organisation and monitoring of administration across the hubs • Planning & coordination of events • Line Management responsibilities where appropriate • Liaise between line manager/ hub staff / external parties • Hold regular team meetings with managed staff
Resources	<ul style="list-style-type: none"> • Be responsible for the management of resources, including management of a budget and regular audit of resources

	<ul style="list-style-type: none"> • Provide advice and guidance to staff and others on complex issues • Undertake research and obtain information to inform decisions • Take the lead role in procurement for the hubs • Manage financial administration procedures
Responsibilities	<ul style="list-style-type: none"> • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the hubs • Develop constructive relationships and communicate with other agencies/professionals • Share expertise and skills with others • Participate in training and other learning activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support
Continuing Professional Development	<ul style="list-style-type: none"> • Participate in training as required for the role
<p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.</p>	

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>Qualifications / Training NVQ Level 4 or equivalent qualification e.g. NCSL Certificate of School Business Management or I.L.M. Diploma of First Line Management or I.L.M. Endorsed Certificate (Skills for Middle Leaders) or Experience in relevant discipline</p>	<p>Foundation Degree in Educational Administration</p>
<p>Knowledge Excellent Numeracy/ Literacy Skills</p> <p>Effective use of ICT packages including strong Excel skills</p> <p>Use of specialist equipment/ resources</p>	

Full working knowledge of relevant policies/codes of practice/legislation	
Experience Significant experience working in office environment at a senior level	
Physical Skills Excellent keyboard skills in the use of software systems	
Behaviours Demonstrate the values of AMAT	
Competencies and other skills required Ability to organise, lead and motivate other staff Ability to plan and develop systems Ability to relate well to children and adults Work constructively as part of a team, understanding roles and responsibilities and your own position within these Ability to self-evaluate learning needs and actively seek learning opportunities	