

Business Manager

Job description and person specification

Job description

Post title: Business Manager
Salary: Level 4 Tier 1
Position: 37 hours per week, 52 weeks
Reports to: Academy Operations Leader

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

To lead and manage on multiple areas of business and operational services, advising the Principal and Leadership Team on key issues and the best use of resources available to support effective teaching and learning and ongoing academy improvement. To work with other colleagues at the Academy and across the organisation and to ensure effective, systematic and seamless integration of relevant activity and service.

Main duties and responsibilities

- To contribute as a member of the academy Senior Leadership Team, whilst working collaboratively across the Trust as part of a team of Business/Operations Managers to drive the continuous improvement of business, operational and administrative functions.
- Manage and facilitate the delivery of quality business and administration to high standards of performance in the Academy and contribute to business improvement projects across the organisation.
- Undertake academy business and educational support planning activities to ensure business functions are developed and managed in line with the aims and aspirations of the academy with the business operational leaders and business function leaders.
- Deliver the targets set down in the Academy AIP and facilitate actions to deliver the Trust's overarching strategic objectives through personal and wider team improvement activity.
- Manage and lead staff employed in business and educational support functions, ensuring quality, performance standards and deadlines are achieved, whilst ensuring staff are supported, motivated and developed through the personal development planning (PDP) process.
- Resolve any business function and educational support issues within available resources, liaising with business function teams and other colleagues as required.
- Build positive relationships with colleagues across the Trust and embed a collaborative working culture in the academy.
- Ensure that the levels of business and educational support are within corporate parameters and follow relevant principles, policies, processes and procedures.
- Ensure that quality assurance processes are in place and being implemented and that processes are regularly improved through business improvement projects.

- Manage fluctuations in workloads within the resources available, including responding to emergencies. This will require managing and resolving conflicting educational, operational and business support needs.
- Resolve complex and contentious issues to ensure effective business support is maintained.
- Advise the Principal and Leadership Team of all communications from the Business Leaders and their teams on key issues and advising on the best possible use of the resources available to support teaching and learning throughout the academy.
- Have oversight, and liaise with, relevant business leaders and academy staff in monitoring and implementing contracts, tenders, and agreements for development of the academy to meet the current and future requirements for the academy.
- Work with and support the Facilities and Estates Team and NCC H&S to ensure that there is a safety policy for the Academy which complies with requirements of Health & Safety at Work Act and other legislation and ensuring that a robust H&S quality assurance process is in place.
- Take a lead role in managing risk for the Academy utilising the GRCON Risk Management System.
- Lead for recruitment of business and educational support staff, liaising with the Principal. This includes oversight of the whole process and the submission of completed documentation to HR.
- Monitor absence management, capability and staff wellbeing for all business and educational support services.
- Lead member of Academy GDPR Team ensuring Academy compliance with legislation.
- Comply with all regulatory and legislative policies and procedures.
- Demonstrate a commitment to the ongoing development of yourself and others.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our students and pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.
- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
ISBL Business Level 4 Qualification (if not already achieved accreditation this course will commence within 24 months of appointment), or recent equivalent qualification in educational management/leadership	✓		Application form
Knowledge and understanding			
Minimum 5 years' experience delivering business support services	✓		Application form
Experience of managing or supporting a team with a variety of roles and requirements – through line management or in a project based capacity	✓		
Experience of managing teams remotely		✓	
Experience of developing and implementing quality assurance systems		✓	
Experience of setting objectives and targets		✓	
Knowledge of and experience of managing Health & Safety Procedures, including risk management		✓	
Experience of report writing including data analysis, relating to staff, site and resources	✓		
Understanding of statutory regulations in relations to Educational Financial Management		✓	
Understanding of statutory regulations in relations to Human Resources		✓	
Experience of effectively managing conflicting demands for services	✓		
Experience of resolving complex operational issues through applying knowledge of systems, processes and the operating context	✓		Interview
Experience of developing and delivering strategic business plans	✓		
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		References
Skills and attributes			
Excellent interpersonal and communication skills including chairing/contributing to meetings and report writing	✓		Application
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		Interview
Can demonstrate the abilities to drive the Academy Business and Educational Support team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues	✓		References
Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues	✓		
Able to empower staff to develop ideas for increasing efficiency, managing the Academy team to be	✓		

ambitious but realistic in achieving the highest possible performance levels.			
Ability to adapt styles for problem solving and apply coaching, mentoring or direction as appropriate to the circumstances	✓		
Able to ensure that staff are deployed as efficiently and effectively as possible, in line with Academy needs, changing priorities, national changes and performance levels	✓		
Shows commitment to a supportive, coaching culture	✓		
Commitment to ongoing personal and professional development	✓		
Core			
Able to work flexibly including some travel across the geographic coverage of the Trust	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		Pre-employment checks