

Job Description: College Business Manager
Hours 37 hours per week, term time + 2 weeks
Salary £36,371 (FTE)

Reports to: Principal

Responsible for: Admin Staff and Premises Staff

Purpose and Scope

The College Business Manager holds a key post of responsibility within the college. Reporting directly to the Principal, the Business Manager is responsible for ensuring all non-teaching aspects of the college run efficiently and effectively. The Business Manager is a member of the Senior Management Team and is expected to contribute to the continuous improvement of the college's services. This will include:

- Promotion of the college aims, objectives and ethos
- Providing strategic support to the Principal and governing body on all aspects of college business management
- Ensuring specific day-to-day functions of the college run smoothly
- Establishing good working relationships with all stake holders and external agencies

Strategic Leadership and Management

To lead with the Principal on finance, human resources, Health & Safety, premises management, whole college administration and marketing.

Produce timely and fully costed proposals for college improvement and development ensuring proposals are sustainable through long-term financial plans.

Ensure an effective link between the college budget and the college development plan to achieve sustainable college improvement.

Ensure the college makes the best possible use of resources through effective planning, considering all financial and other resource implications.

Plan for and implement new initiative as appropriate for the college.

Provide strategic support to the Principal, Directors and Governors on all aspects of college business management.

Lead in the training and development of administrative and premises staff.

Keep up to date with finance and HR policies and legislation.

Oversight of college social media.

Financial Resource Management

Prepare the annual estimates of income and expenditure for approval by the Principal and Directors.

Obtain agreement of budgets and monitor them against accounts.

Return ILR data to the ESFA in a timely manner.

Maintain access to work funding, reconciliation, and reporting.

Prepare regular management accounts for budget holder and report on the financial state of the college to the Directors.

Use financial management information to analyse trends and identify opportunities for greater efficiency.

Monitor all accounting procedures and resolve any problems including:

- Ordering, process and payment for all goods and services provided to the college
- Manage college bank accounts, ensuring that a full reconciliation to trial balance is undertaken monthly
- Manage free school means and bursary applications
- Maintain an assets register
- Prepare invoices and collection of fees

Prepare detailed management accounts including quarterly returns and year end accounts, for the Directors and Principal according to an agreed schedule, reporting immediately any exceptional variances and present appropriate reports at relevant Directors/Governors meetings.

Liaise with the LA, bank, auditors, Directors, financial advisors, ESFA etc. and respond to any queries from external organisations providing data where appropriate.

Liaise with and provide all information required by the auditor and implement any recommendations.

Plan, implement and project manage new capital projects, including all financial requirements.

Human Resources

Working with the Principal and HR Consultant on personnel matters relating to all staff, including absence management.

Line management responsibility for premises and administrative staff including management, recruitment, professional development, appraisal and training of relevant staff.

Responsible for all staff contracts:

- The administration for all staff recruitment and selection and for contracts of employment
- Statutory checks for new staff – qualifications, references, medical checks, DBS
- Induction and probationary information processes, including scheduled meetings, of new staff
- Maintain up to date training records of all staff
- Responsible for additional pay claims
- Dealing with pension information and pension provider

Give advice on, and seek clarification on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel related matters.

Maintain confidential staff records and to ensure that staff records held in the college are kept confidential.

Advise the Directors and Governors on the policy needed to show compliance with all legislation concerning employment protection, equal pay, sex, race and disability discrimination etc. And the implementation of these policies in college.

Facility and Premises Management

Support the Principal on compiling and implementing a Premises Development plan including energy conservation and accessibility.

Support senior leaders in matters of college Health and Safety.

Ensure services such as cleaning are monitored and managed effectively and high standards are achieved.

Have oversight of the maintenance and cleaning of college sites (including grounds and buildings) to ensure the efficient operation of all facilities on the property.

Oversee the procurement, repair and maintenance of all furniture, fixtures and fittings.

Oversee the college asset register and disposal of goods no longer fit for purpose.

With oversight from the Principal negotiate, manage and monitor contracts and tenders.

Manage the letting of college premises to outside organisations and for the development of all college facilities for out-of-hours use.

Bids, Contracts and Funding Streams

Monitor and review contracts, tenders and agreements as appropriate including college vehicles.

Support SLT in the development of income generation within the college.

Seek grants and provide support to write bids to fund college projects.

Purchase, either directly or indirectly, the college's energy supplies.

Seek professional advice on insurance and advise the Directors on the appropriate insurances for the college. Implement the approved insurances and handle any claims that arise.

College Administration

Review and manage administrative systems ensuring processes and communications are increasingly effective, implementing new systems as appropriate.

Lead and manage the administrative function, working with the college's administrative staff to ensure the effective delivery of administrative systems.

Support the Principal with data protection and compliance with relevant regulations.

Act as liaison with the ESFA, DfE and LAs and to be responsible for the records and returns required.

Lead on the marketing of the college.

Safeguarding

To be fully aware of and understanding the duties and responsibilities arising from Keeping Children Safe in Education 2022 and Working Together in relation to safeguarding and child protection as this applies to the worker's role within the college.

To be fully aware of the principles of safeguarding including safer recruitment.

This job description is intended to be a broad outline of the duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Principal.

PERSON SPECIFICATION

Post Title: Business Manager

Area	Essential Criteria	Desirable Criteria	How this will be assessed
Qualifications	* GCSE Grade 4-9/A*-C in Mathematics and English (or Equivalent)	A Levels/Degree	* A Documentary evidence will also be required
	* L3 qualification in Business or Admin Management		* A Documentary evidence will also be required
Experience	*Recent experience (within the last 3 years) of school/college business/admin management	Experience of working within a specialist college	* A / I
	Experience of working with young people / adults with SEN and disabilities		A / I
	Experience of HR processes or willingness to work towards Level 4 Diploma in Business Management		A / I
	* Experience of supervising staff		* A / I
	Experience of working with Local Authorities and the ESFA		A / I
Knowledge and Skills	Knowledge of post 16 FE sector		A / I
	Knowledge of financial processes	Knowledge of the ILR process and the submission of data for the ILR	A / I
	Knowledge of H & S	H & S qualification e.g.	
	Knowledge of GDPR		A / I
	The ability to clearly demonstrate understanding of safeguarding responsibilities and a commitment to		I

	promoting the welfare of young people		
	A good knowledge of SEND		A / I
	Ability to monitor and review using appropriate methods, keep accurate records for assessment/auditing purposes		A / I
	Decision making skills including the ability to think creatively, problem solve and identify opportunities		A / I
	Ability to prioritise, plan, organise and work under pressure to meet deadlines		A / I
Personal Qualities	Good communication skills in a variety of formats with the ability to liaise at all levels		A / I
	Confidence to cope with difficult situations that may arise in the workplace and to work without supervision at different locations		A / I
	Ability to use own initiative and manage time effectively		A / I
	Experience of working within a team to deliver exacting standards		A / I
	Ability to participate in self-assessment to evaluate training needs		A / I
	An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.		I
	A commitment to the provision of anti-discriminatory and anti-oppressive practice.		I
	Conscientious, honest and reliable.		R
Personal Circumstances	A Disclosure and Barring Services records check at enhanced level.		CC
	* Exempt from the Rehabilitation of Offenders		* A

	Act, 1974. (All spent convictions to be declared.)		
Physical requirements	No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments).		I / R
	Good attendance record in current/previous employment, (not including absences resulting from disability).		I / R
Further Training	Desire and willingness to update and maintain skills	Evidence of further relevant training	A / I

Car mileage undertaken as part of duties will be reimbursed at casual user rates

Key:

A - Application Form (* Indicates Key shortlisting criteria)

I – Interview

R – References

CC - Criminal Check

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.

Date: October 2022