

Lancashire County Council

Role Profile - Operational Context Form

Post title: Business Manager 3					
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Grade:	Grade 10	Staff responsibility:	Yes	Essential Car user:	
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Scope of role:
 To be responsible for the planning, development, and implementation of financial and administrative services within a large school; be a member of or advise the Senior Leadership Team.

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded Business Manager role.

Accountabilities/Responsibilities – appropriate for this post:

1. To be responsible for the business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies, with a particular role in communicating the school's financial position to Governors, external bodies and the Leadership Team.
2. To manage the school's administrative function and line management of school support staff.
3. To lead on community activity, such as partnerships, shared service and split-sites.
4. To manage human resources administrative functions for both teaching and support staff.
5. To develop and implement appropriate policies relevant to school support functions, in line with advice from the local authority.
6. Work with senior staff to develop and review the school improvement plan.
7. To negotiate, manage and monitor licences, insurances and contracts on behalf of the school
8. To develop income generating activities including preparation of and submission of bids for funding to external agencies, including lettings
9. To be responsible for the development of the marketing strategy for the school.
10. To manage the delivery of Extended Services activities.
11. To manage the facilities; including premises, lettings and liaising with external contractors
12. To be the health and safety manager for the school.
13. To be the Data Protection Officer for the School.
14. As part of the Senior Leadership Team, to support wellbeing initiatives for pupils.
15. To work within school policies and procedures
16. To take care of their own and other people's health and safety
17. Commitment to undertake in-service development.
18. Commitment to safeguarding and protecting the welfare of children and young people.
19. Commitment to sustaining regular attendance at work.

In addition, this role could also be the Designated Safeguarding Lead for the school.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Experience in senior administrative / finance roles.
- Working at or towards the Advanced Diploma of School Business Management (ADSBM) or equivalent.

Typically, this role would be in a secondary school, with an average budget of £4million average pupil role of 600 and average of 45 support staff

Summary: Advises the Senior Leadership Team on business and financial matters. Manages support staff in secondary school. Partnership working with external organisations.

Knowledge:

A combination of applied and theoretical knowledge needed. Professional level of knowledge needed to be able to advise on finance and business. Co-ordination of a large team of employees whose tasks are broadly similar in basic objective, for example, finance, HR, administration. Planning months to a year ahead. Development, motivation, assessment and reward of other employees. External negotiation and partnership. Creation of the right working climate.

Problem Solving:

Because of changing priorities and differing situations the jobholder has the latitude to consider which among many procedures should be followed; however new procedures may have to be developed. Differing situations requiring the identification and solution within the area of expertise and acquired knowledge, occasionally new facts may need to be sought. Heavy supervisory or technical professional requirement.

Accountability:

Typically working within already established precedents, policies and procedures; has significant decision making latitude within them. Typically with a whole school budget of £3million, of which the jobholder would interpret, advise and facilitate by making decisions and taking action.

Prepared by: Schools HR Team

Date: 01/02/23

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile - Level Four – Managerial (Grade 10)

Level Four Purpose

Manages a small team of professional staff or a large team of para-professionals to deliver a focused service to meet mostly well defined deliverables.

Scope of Work

Role holders at this level will require a professional qualification or equivalent to provide direction to their team and to act as a technical reference to deal with complex escalated issues. They will be co-ordinating and integrating the work of their team, including dealing with multiple priorities. They will also be making proposals for service planning purposes and will be fully aware of wider implications. At this level they will not always follow established precedent and there will be some freedom in how to achieve end results.

Accountabilities/Responsibilities

- Set work objectives and standards, interpreting functional objectives for the team to ensure goals are met. Monitor the effective performance of staff in delivering against these.
- Co-ordinate and integrate team activities, resolving both routine and complex issues, to ensure the effective delivery of the service. Within own area may need to look several months ahead to anticipate and respond to changes that will impact on delivery. Contributes to long term service planning.
- Motivate and coach staff through the identification of training and development needs to equip them to deliver effective and responsive services.
- Develop an overview of the service area to identify ways to improve operations, performance and efficiency. May include analysis of management and financial information, and helping to scope improvement projects.
- Manage allocated budgets and other resources (e.g. equipment, buildings) to deliver the agreed results. This would typically be medium to large sized budgets with some complexity/risk which needs to be managed.
- Make formal proposals on resources, objectives and targets for service planning purposes in specified area to support the delivery of effective and responsive services.

Skills, knowledge and experience

- Qualified professional or equivalent normally with a minimum of 4 years of relevant experience.
- Experience of managing budgets of some complexity and risk.
- Experience of leading, coaching and mentoring to develop others.
- Skills in resolving complex problems and managing conflicting issues
- Good understanding of Directorate and service goals, as well as relevant Council policies

Performance Measures

- Delivery of specified results e.g. outputs, volumes.
- Achievement of medium term milestones
- Quality of partner relationships
- Budgeted vs. Planned expenditure
- Customer satisfaction (internal or external) and service level measures.
- Work force indicators (turnover, timeliness, absenteeism, etc.)
- Projects variance from time/budget targets