

Business & Community Manager

JOB DESCRIPTION **(revised October 2002)**

Job Title: BUSINESS & COMMUNITY MANAGER

Responsible to: Headteacher

**Scope and
Purpose of Job:**

A The strategic management and oversight of all aspects of the school's administration and support services including management of:

Administration
Financial Resource
Human Resource
Facilities and Property
Support Services
Information and ICT
Marketing

B Responsibility for the management and development of all aspects of community use of the site.

C To support the strategic development of the school as a leading provider of education in the 11-19 age range.

D As a member of the Leadership Group the postholder will be expected to:

- assist the Headteacher in the leadership and development of the school
- assist the Headteacher in implementation of school policies
- promote the aims, objectives and ethos of the school
- assist in monitoring and evaluating whole school performance as appropriate
- liaise with external agencies as appropriate
- ensure specific day to day functions of the school run smoothly
- establish good working relationships with staff, students and parents.

Duties and Responsibilities:

A Personnel - the postholder will:

1. Manage the provision of all clerical, technical and premises staff and will be directly involved with Finance Manager, Site Manager, Training & Development Manager and other staff as appropriate.
2. Be directly responsible for personnel issues for all administrative and support staff, and will be able to advise the Headteacher on budgetary issues relating to overall staffing. This will involve knowledge of employment issues and good relations with the personnel section of the LEA and other appropriate bodies and government departments.
3. Take direct or indirect (as appropriate) line management responsibility for all administrative and support staff, together with their appointment, working conditions, welfare supervision, training, induction, job evaluation and job appraisal (see Appendix 5).
4. Assist with the administrative arrangements in connection with the appointment of teaching staff, advertising etc.

B Finance - the postholder will:

1. Explore ways in which the human and physical resources of the school may be used to generate additional income in accordance with the Development Plan.
2. Provide advice and guidance on overall financial management, business planning and commercial issues and new income streams. The Finance Manager will be in charge of day-to-day financial organisation while the Business Manager will be involved in considerable strategic planning on a budget of about £6m, including giving advice to the Leadership Group on the financial effects of any proposed curriculum or management developments.
3. Provide responsive, pro-active and reactive budgetary monitoring systems to enable the Leadership Group to manage effectively.
4. Maintain and develop in-house budgeting procedures at such a level that it remains a continuous process.

Duties and Responsibilities (contd):

B Finance - the postholder will:

5. Co-ordinate preparation and justification rationale (on a co-operative basis year by year) for annual budgetary submissions to Governors, in co-operation with the Leadership Group and with the support of the Governors' Finance Sub-Committee.
6. Be responsible for alerting the Leadership Group to deviations from the budget on a regular basis and to suggest alternative corrective procedures.
7. Evolve with the Leadership Group such guidelines on budget preparation/monitoring as are thought appropriate for heads of faculty and other teaching staff/budget holders.
8. Ensure that the School Development Plan(s) and specialist additional development plans (e.g. Technology College, Community Development, Training Centre etc.) are linked to the school Business Plan in appropriate ways.
9. Support the development of new initiatives and income streams with Bid preparation and support.

C Buildings and Site - the postholder will:

1. Be responsible for a planned development programme for the enhancement and development of the site in accordance with the objectives of the Development Plan. This will involve close co-operation with the Site Manager. This will be in conjunction with government initiatives and LEA policies, including Asset Management Planning.
2. Be responsible for preparations for specifications and estimates from contractors, liaising with the appropriate LEA (or other) officers and specialist external contractors such as facilities management companies /quantity surveyors/employers agents etc.
3. Seek and compare estimates so that the school gets safe and efficient work and value for money.
4. Oversee the appropriate Health & Safety actions and activities.

Duties and Responsibilities (contd):

- C Buildings and Site - the postholder will:
5. Provide strategic management of all cleaning services and linked operations.
 6. Provide strategic management of the grounds maintenance operation (external contract).
 7. Provide security advice and liaison including operation of CCTV.
- D Community - the postholder will:
1. Extend the Community aspects of the Development Plan and see that the objectives of this plan are met in the most cost effective ways possible.
 2. Be responsible for the Community Management of the site, including overall responsibility for the smooth running of lettings, bookings, evening classes, sporting facilities including sports halls, fitness suite, all-weather pitch and tennis courts.
 3. Develop the use of parts of the site as a conference and training centre.
 4. Ensure fullest possible use of the site during evenings, weekends and school holidays, as an asset to the local community and as a source of income for the school.
 5. Seek sponsorship for specific activities and groups.
 6. Develop friendly and mutually beneficial relations with Melton Borough Council, industry, business and commerce.
 7. Represent the school as appropriate.
- E Public Relations - the postholder will:
1. Assist with the organisation of events for the school's public relations programme.
 2. Assist with the publication of the school's public documents in a way which would enhance the school's public image and in consultations with the Headteacher and Leadership Group.
 3. Be involved in public relations and contacts with the media, as appropriate, locally and nationally.

Duties and Responsibilities (contd):

F Catering - the postholder will:

1. Be responsible for strategic oversight and monitoring of the external catering contract.

G School Committees and Working Parties
the postholder will:

1. Attend the Policy Advisory Group meetings as a member and secretary.
2. Attend the Learning Environment Sub-Committee meetings as a member and secretary.
3. Attend the Finance Sub-Committee as a member and secretary.
4. Attend the Health & Safety meetings as Chairman.
5. Attend the Sports Management Community meetings as a member and secretary.
6. Attend other meetings as required by the Headteacher.
7. Ensure that secretarial support is provided for various committees and school meetings, including the Governor's sub-committees as required by the Headteacher.
8. Attend Leicester Bursars/Business Managers liaison group.
9. Attend the LCC, AMP group.

H General - the postholder will:

1. Ensure the smooth running of complementing community and school administration.
2. Manage (in conjunction with the Information Technology Co-ordinator and Systems Manager) the development and maintenance of the school's administrative communications system and provide advice and guidance with its further development.

**Duties and
Responsibilities
(contd):**

- H General - the postholder will:
3. Produce a draft annual business plan for incorporation, after agreement with the Principal and Governors, in the School Development Plan.
 4. Liaise with external bodies such as the Health & Safety Executive, Inland Revenue, Customs and Excise etc. as appropriate.
 5. Support the Melton & Belvoir E-Learning Foundation.
 6. Ensure appropriate compliance, registration and other actions with external regulatory bodies, e.g. Data Protection Registrar, local licensing bodies etc.