

## BUSINESS MANAGER

Reference No.	A4541	Type	Generic
Service	Education		
Job Family	Professional 3	Grade	FC9

### Purpose

Supporting management functions within the school, to ensure a high quality support service, strategic planning and accountability in the context of statutory, council and school policy. To participate as a member of the school management team and to act as a business contact between the school, the Education Service and other partners.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Overseeing the administrative preparation of the School Development Plan with specific responsibility for the support services element.

Undertaking risk assessments and monitoring all health and safety requirements.

Ensuring effective utilisation of DSM resources in line with school policies including financial record keeping, financial reporting and data processing.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Educated to SCQF Level 9, which includes a Degree or equivalent in a relevant discipline e.g. Human Resources, Finance, Information Technology, Administration

✓

Considerable experience within a relevant environment, in a senior or managerial role (Deliver results – See ‘How We Work Matters’ Framework)

✓

Experience gained in a large organisation or complex

✓

Awareness of relevant legislation (H&S, employment) and best practice

✓

Ability to develop creative and practical solutions

✓

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Overseeing the provision of the administrative support function including schools admissions and pupil placement, and the administration of the SQA examination and appeals diets ensuring timeous returns.	Experience of meeting diverse objectives within defined timescale (Take ownership)	✓	
Ensuring the provision of library services and technician support meets the requirements of the school.	Ability to demonstrate a strategic awareness	✓	
	Ability to provide regular and effective service (Focus on customers)	✓	
	Ability to work flexibly and imaginatively	✓	
Liaising with property related services and prioritising works within available budget.	Ability to initiate and manage continuous improvement	✓	
Managing and monitoring the decentralised school budget in conjunction with the Head Teacher.	Possession of a relevant professional qualification (e.g. CIPD, ACCA, CIMA, ILM)		✓
Assisting with the preparation of budgetary estimates and liaising with appropriate personnel prior to any proposed changes.	Ability to work with managers and support staff assisting with financial management (Work together)	✓	
Ensuring the timeous availability of financial information and application of appropriate audit/control measures.			
Ensuring effective and efficient use of the ICT resources within the school. Setting, agreeing and managing forward work plans in line with service and corporate priorities.	Knowledge of Management Information Systems (Embrace technology and information)	✓	
Establishing, maintaining and developing management information systems to support financial, staff and resource management.	Utilise IT to manage admin functions	✓	
Negotiating, monitoring and evaluating agreements with staff in a corporate context to achieve best value and the continuity of facilities and support service provision.			
Establishing policies and procedures to meet statutory, audit and Council requirements and monitoring the quality of service provision, seeking ongoing service improvements and efficiencies.	Advanced user of IT applications – word processing, spreadsheets, databases	✓	
Liaising with external agencies and monitoring accuracy and quality of data transfer.			

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Providing support staff with leadership and support.	Ability to support managers, departments and teams	✓	
	Ability to demonstrate enthusiasm, commitment and sense of humour	✓	
	Ability to encourage and advise	✓	
Setting and maintaining standards of conduct and performance.	Commitment to equal opportunities	✓	
Supporting employees by application of people management skills such as staff motivation, conflict resolution.	Ability to maintain effective relationships	✓	
Managing the workload of the group and maintaining an overview of activities to ensure agreed targets are met e.g. select/recruit staff; prioritising and allocating work; authorising leave and working arrangements.			
Ensuring the future skills and competency requirements for support staff are addressed by leading the employee development/ contribution management process.	Ability to manage change positively	✓	
Ensuring staff are kept informed and have an understanding of events/initiatives at service and corporate level.	Ability to communicate effectively and engender trust and confidence	✓	
Monitoring compliance with attendance management targets and managing as appropriate.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

### **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Role Profile

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results