

# Lancashire County Council

## Role Profile - Operational Context Form

|                                       |         |                              |                  |                            |  |
|---------------------------------------|---------|------------------------------|------------------|----------------------------|--|
| <b>Post title:</b> Business Manager 1 |         |                              |                  |                            |  |
| <b>Directorate:</b> CYP               |         |                              | <b>Location:</b> | SCHOOLS                    |  |
| <b>Establishment or team:</b>         |         | Seven Stars Primary School   |                  | <b>Post number:</b>        |  |
| <b>Grade:</b>                         | Grade 8 | <b>Staff responsibility:</b> | Yes              | <b>Essential Car user:</b> |  |

To be responsible for the planning, development, and implementation of financial and administrative services within the school.

### Accountabilities/Responsibilities – appropriate for this post:

#### Key duties:

1. To be responsible for the business and financial management of school resources
2. To be responsible for statutory returns (e.g. whole school and workforce census)
3. To manage the schools administrative function through planning, developing, designing and monitoring administrative systems and procedures.
4. To manage the support staff in liaison with the Senior Leadership Team
5. To assist the Headteacher and governing body with income generation activities and in promoting and marketing the school.
6. Arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies (and attend meetings as part of the Senior Leadership Team).
7. To manage the administration of human resources.
8. To manage the procurement process, including securing appropriate service contracts, licences and insurance.
9. To manage the facilities, including premises, lettings and liaising with external contractors (including the transition from the current building to the new DfE funded new build).
10. To prepare and submit bids for funding from outside agencies, under the direction of the Headteacher, including lettings.
11. To support the implementation of the school's health and safety policies as directed.
12. To work within school policies and procedures.
13. To take care of their own and other people's health and safety.
14. Commitment to undertake in-service development.
15. Commitment to safeguarding and protecting the welfare of children and young people.
16. Commitment to sustaining regular attendance at work.
17. Facilitate governors meetings.
18. Act as the School's Data Protection Officer.
19. Attend Senior Leadership Team meetings
20. Support wellbeing initiatives for pupils and staff as part of the Senior Leadership Team

## **Additional supporting information – specific to this post.**

### **Indicative knowledge, skills and experience**

- Experience in administrative / finance roles
- Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 4 or having or willing to work towards the Certificate of School Business Management (CSBM).
- Typically, this role would be in a large primary school or a small secondary school with an average budget of £1million, an average pupil role of 250 and an average of 30 support staff.

### **Summary: Operational and/or line management of support staff in a large primary school or a small secondary school.**

#### **Knowledge:**

Need to be authoritative on methods, systems and procedures over a variety of areas.

Co-ordination of a small team of employees whose tasks are broadly similar in basic objective, for example, finance, HR, administration. Planning months to a year ahead.

Skills of persuasiveness or assertiveness as well as sensitivity to the other person's point of view are often required to influence behaviour, change opinions or turn situations around, but debates can be won by presenting fact or evidence. May have a role in dealing with parents and pupils.

#### **Problem Solving:**

Because of changing priorities and differing situations the jobholder has the latitude to consider which among many procedures should be followed. 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:**

Working within already established precedents, policies and procedures. Working with given resources, but contributing to the long-term determination of what those resources will be in the future.

Typically average of £1million budget of which the jobholder provides advice to others to make decisions.

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| <b>Prepared by:</b> | Schools HR Team | <b>Date:</b> | 13/02/2023 |
|---------------------|-----------------|--------------|------------|

**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 Two – Managerial (Grade 8)

#### **Level Two Purpose**

Supervises a small team of semi-skilled or part-qualified staff or a larger team engaged in similar work (e.g. specialised administration) to deliver a service meeting well defined, short term deliverables.

#### **Scope of Work**

Role holders at this level will be expected to manage the human and financial resources allocated to the team. They must be able to use judgment to deal with daily unforeseen problems with limited guidance, within established procedures. Roles at this level are typically the first level of professional line management in the Council. They will generally have freedom to make practical and operational decision-making within closely defined policies and procedural guidance.

#### **Accountabilities/Responsibilities**

- Manage and coordinate the work of a team to ensure that Council procedures are properly implemented and that outputs are accurately recorded and meet with wider service needs.
- Manage the performance of staff, following Council policies and procedures e.g. sickness monitoring.
- Identify and act upon opportunities for improving procedures and processes within team or work area, to support the continuous improvement of services.
- Act as a technical reference for the team, providing guidance on the more complex issues and monitoring adherence to relevant standards.
- Train others in the use of specialist equipment, systems or work methods in order to support the development of the team or service.
- Manage a small budget, and/or influence decisions about a larger budget, to ensure appropriate resources are available to run the team or work area.

#### **Skills, knowledge and experience**

- GCSE or equivalent plus significant experience of working in a similar role OR part-professional qualification

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

#### **Performance Measures**

- Delivery of specified results e.g. outputs, volumes
- Achievement of short 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