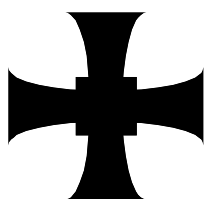


Trinity School, Carlisle



Job description

Job Title: Business Manager

Scale: OS18i

Job Purpose:

- To lead the school's business and support services very well indeed, acting as the school's senior support staff professional, and ensuring the effectiveness of our support systems in achieving our aims and aspirations;
- To lead the Health and Safety of all aspects of the school's work, including the maintenance and development of our site;
- To be a member of the school's Senior Leadership Team, making a strong contribution to the development of the team and to the strategic leadership of the school.

Key responsibilities:

To lead and to develop our staff

- To work with the Headteacher and Deputy Headteacher to provide professional leadership and management of support staff;
- To lead and support the Finance, Administration and Premises staff, acting as their Team Leader;
- To foster a positive approach and strong teamwork within the Finance, Administration and Premises areas;
- To ensure that we have excellent working practices which serve the school's needs as fully as possible, and that these are consistently implemented and reviewed;
- To undertake appraisal/training/mentoring for other staff;
- To share expertise and skills with others;
- To participate in training and other learning activities as required;

To lead the budget planning and management in the school

- To lead, develop and support, and be accountable for the Finance area in all aspects of its work, ensuring that it maintains the highest standards in all that it does;
- To ensure that the school obtains 'Best Value' in its procurement of goods and services, and that the school's financial practices are carried out in accordance with the school's Finance Manual;
- To lead the school in its budget planning, liaising with senior staff and governors, discussing, negotiating and agreeing the final budget;
- To use the agreed budget to monitor and control performance in order to achieve value for money, providing Governors and senior staff with regular reports on the school's financial situation;
- To work with the Headteacher to ensure that we provide for an education of the highest quality.

To lead the management and careful maintenance of the school's site and services

- To manage the school's service contracts (for example, catering, cleaning, and grounds maintenance), making arrangements for tendering and monitoring and liaising with relevant personnel;
- To lead and develop the school's site and buildings, and the site management team;
- To draw up an annual maintenance plan with the Senior Leadership Team for approval by the Governors' Premises Committee, and to oversee the plan's implementation;
- To lead all Health and Safety aspects of the school's work, ensuring a healthy, safe and secure environment in which the school can meet its educational aims and in which all members of the school can work together well;
- To ensure that systems are in place for effective monitoring and reporting of health and safety issues to the Senior Leadership Team and to Governors.

To lead the wider work of the school within our community

- To operate our partnership with Better in the successful running of Trinity Leisure Centre;
- To lead the marketing of the school;

To be a member of the Senior Leadership Team of the school

- To lead and advise the Senior Leadership Team on all of the aspects of the school's life and work described above;
- To work with the rest of the team in the strategic development and leadership of the school;

- To enjoy the company of the team in making complex decisions and in working together to develop our own professional abilities;
- To work collaboratively with colleagues to protect and safeguard students;
- To act as Educational Visits Co-ordinator, making sure that the school trips are healthy and safe;
- To undertake such other duties connected with the post as may reasonably be requested.