

Job advert

UTC South Durham Business Manager

Preparing students for outstanding STEM careers

NOR: up to 600 | **Age range:** 14-19 | **Start:** September 2016

Salary: NJC Local Government pay scale pt37 c£32k



Can you manage our business to success?

University Technical College South Durham opens in September 2016 and will be the first UTC in the North East. With a focus on advanced manufacturing and engineering it will be located on Aycliffe Business Park, County Durham. We'll provide an outstanding education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare and this is an exciting opportunity to join us from the start; managing the organisation to support an outstanding experience for our students. As a key member of a small senior leadership team you will manage the UTC's finance, HR, support staff and contractors.

You will have a proven track record of leadership of HR, finance or contract management. You'll build positive relationships with staff, industry partners, contractors and students. You can demonstrate successful leadership of people and resource deployment.

Our sponsors, Hitachi Rail Europe, Gestamp Tallent and the University of Sunderland, are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we'd like to hear from you.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.

Closing date: Noon on Tuesday 29 March 2016 | **Interviews:** 18 April 2016

To arrange an informal discussion, please email:

Tom Dower, Principal
tom.dower@utcsouthdurham.org

Further information and application form
downloadable from:
www.utcsouthdurham.org/vacancies

No agencies please.



**University
Technical
Colleges®**

Job description

UTC South Durham Business Manager

Job title:	UTC South Durham Business Manager
Employer:	South Durham UTC Trust
Responsible to:	Principal
Salary:	NJC Local Government pay scale pt37 c£32k

The Business Manager will be a member of the UTC's Leadership Team responsible for finance, HR, support staff and support service delivery.

1. Managing the business

- Advise the Principal and Trustees on financial management issues and assist with the preparation of budget plans.
- Critically evaluate the UTC's financial and organisational performance and report to Governors.
- Ensure that the UTC's statutory reporting as an Academy are compliant, accurate and signed by the Accounting Officer (Principal), eg end of year accounts, DfE returns.
- Create robust managerial and accounting procedures that ensure the UTC can operate successfully as a business and maintain cash-flow.
- Ensure that policies are kept up-to-date and presented to Governors in a timely manner.
- Ensure the UTC's compliance with data protection legislation and the Freedom of Information Act 2000.
- Ensure that the UTC website meets statutory requirements, the needs of users and is kept up-to-date.

2. Human resources

- Ensure all staff have a clearly defined job description and contract.
- Manage recruitment processes, induction and employability checks for all staff.
- Manage attendance of staff including monitoring/evaluation and use of supply teachers.
- Manage the UTC's appraisal process for all staff, ensuring clarity of systems and that agreed deadlines are met.
- Manage payroll systems for all staff.
- Promote a high standard of professionalism, consideration, courtesy and respect amongst staff towards students, families, partners and fellow staff.
- Ensure that correct procedure is followed in the case of staff capability, disciplinary and complaints procedures.
- Keep the Single Central Record for staff up-to-date and compliant.
- Work with the Principal to effectively deploy teaching and support staff to realise the UTC's Vision.

3. Delivering support services

- Manage health and safety compliance across the UTC site, with regard to fire regulations, equipment checks and risk assessment.
- Manage team of staff to deliver support services for the UTC to ensure a high quality learning environment.

- Manage contracts and SLAs with service providers (such as catering, IT systems, Management Information System, facilities management) to ensure reliable service and value for money.
- Manage relationships with suppliers to ensure rapid ordering and reliable delivery.

4. Leading the organisation

- As a member of the Leadership Team, promote the UTC's Values across staff and students and with business partners.
- Treat students as young adults, show them respect and earn theirs.
- Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach.
- Work with the leadership team to critically evaluate the UTC's performance and influence change.
- Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
- Be efficient with resources and mindful of waste to ensure value for money.
- Develop/maintain expertise in organisational management of an Academy school.
- Collaborate with other UTCs or education providers to ensure that we learn from best practice.

5. Additional duties

- Act with integrity and ensure a high standard of care and safeguarding for all our students.
- Comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
- Be available to support colleagues with advice on staffing, contractual or procedural issues.
- Act in compliance with data protection legislation in respecting the privacy of personal information.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC.

Person specification

UTC South Durham Business Manager

Training and qualifications	Essential	Desirable	Evidence
Degree or equivalent	√		Sight
Higher degree or equivalent		√	Sight
Additional relevant qualifications (eg AAT, HR qualifications)		√	Application/sight
Undertaken extensive relevant CPD	√		Application

Experience	Essential	Desirable	Evidence
Experience of working in a school or educational environment		√	Application/reference
Experience of dealing with a wide range of human resource issues	√		Application/reference/interview
Contributed at a senior level within a leadership team of an organisation		√	Application/reference/interview
Extensive experience managing budgets and financial systems	√		Application/interview

Professional knowledge and understanding	Essential	Desirable	Evidence
Good working knowledge of accounting practices and preparation of annual accounts	√		Application/reference/interview
Knowledge of human resources legislation and processes		√	Application/reference/interview
Understanding of appraisal and disciplinary processes	√		Application/reference/interview
Understand the range of policies required in schools		√	Application/reference/interview
Knowledge of school Management Information Systems and census returns		√	Application/reference/interview
Understanding of health and safety requirements in education establishments		√	Application/reference/interview
Skilled in the use of ICT	√		Application/reference

Personal qualities and skills	Essential	Desirable	Evidence
Honesty, integrity and professionalism	√		Reference/interview
Excellent interpersonal skills and builds positive relationships with staff, industry partners, contractors and students	√		Reference/interview
Able to organise, prioritise and meet deadlines	√		Reference/interview
Ability to set robust targets, analyse performance and report accurately	√		Reference/interview
Communicate well orally and in writing	√		Application/reference/interview
Possess the energy and drive to motivate staff	√		Reference/interview
Able to work as part of a wider team with a flexible approach to the role	√		Reference/interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Reference/interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/reference/interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/reference/interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.