

Job Title: Business Manager (Adult & Higher Education Division)

Job Purpose: To manage administrative and operational functions

Reports to: Director of Adult & Higher Education Division

Responsible for: Clerical Assistant and Caretaker

Duties to include:

In liaison with the Director of Personnel & Corporate Services and appropriate College staff, dealing with Personnel matters for AHED including:

1. Advising on routine Personnel queries.
2. Organising staff recruitment, including advising managers on correct procedures.
3. Monitoring the induction of new staff, ensuring reviews are carried out.
4. Doing ID checks and applications for Disclosure and Barring (DBS) checks, referring to the Director or the administering firm as required.
5. Ensuring the production of contracts and variations to contracts.
6. Ensuring staff holidays and absences are recorded.
7. Managing the Professional Review system, ensuring reviews are completed on schedule.
8. Liaising with the Staff Development Officer re training requirements.
9. Attending the Joint Negotiating and Consultation Committee (JNCC) and Staff Development Committee.

In liaison with the Personnel & Payroll Adviser, dealing with Payroll, Pensions and Staffing Data matters for AHED including:

1. Ensuring the accurate and timely processing of the on-line payroll.
2. Acting as first point of contact for staff and outside agencies re payroll and pension queries.
3. Managing the Personnel database including liaising with Personnel re the provision of data.
4. Providing end of month reports for Finance if required.
5. Providing cover in the absence of the Payroll & Pensions Officer in respect of whole College payroll and pensions matters.

In liaison with the Finance Department, dealing with Finance matters for AHED including:

1. Overseeing the recording of financial information on the Financial Management system in line with College procedures.
2. Financial reporting as required.
3. Managing cash.
4. Managing purchasing.
5. Dealing with leases and contracts.
6. Ensuring the inventory is maintained.
7. Liaison with external & internal audit and external agencies e.g. HMRC

In liaison with the Estates Department, dealing with Estates matters for AHED including:

1. Ensuring that cleaning is undertaken.
2. Arranging for minor repairs to be carried out.
3. Liaising with contractors.
4. In the absence of staff, providing back-up for locking/unlocking, being a key holder.
5. Over seeing duty cover and acting as line manager for evening and weekend duty manager.

In liaison with the Director of Personnel & Corporate Services, overseeing Health and Safety at AHED including:

1. With the Director of AHED, ensuring staff and student compliance with H&S regulations and good practice.
2. Ensuring the maintenance of H&S records.
3. Acting as H&S representative, to include safety inspections, fire drills and risk assessments.
4. Acting as the Safety Committee divisional representative, attending meetings.
5. Ensuring first aid cover and acting as a First Aider.

Other

1. Acting as named Deputy in the absence of the Director of AHED on the Disaster Management Team.
2. Liaising with the Deputy Principal (Quality) on data protection matters.
3. Attending training as required.
4. Attending Support Managers' meetings.
5. Acting as the Designated Safeguarding Lead in the absence of the Director of Adult & Higher Education. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
6. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
7. Any other duties as may reasonably be required.

November 2020

Terms and Conditions

This is a full time (37 hours a week), full year post with a minimum of 27 days annual leave. The exact working hours will be as agreed with the Director of AHED and will require some flexibility to cover occasional out of hours requirements.

Salary on the Support Staff Scale in the range 35 – 40 which will be £29,885 to £34,219 per annum from 1 January 2021. Membership of the Local Government Pension Scheme.

Post: Business Manager (AHED)

Category	Essential	Desirable	Ascertained by
Qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent • GCSE English and Maths (Grade C or above) or equivalent • IT skills • IOSH Managing Safely or willing to acquire it • First aid qualified or willing to acquire it • Designated Safeguarding Lead trained or willing to acquire it. 	<ul style="list-style-type: none"> • Payroll or accounting qualification • HND in Business or equivalent 	<p>Application form/certificates</p> <p>Application form/certificates</p> <p>Application form/certificates</p>
Experience	<ul style="list-style-type: none"> • Office experience • Management experience 	<ul style="list-style-type: none"> • Payroll or accounting experience • Personnel/HR experience • Previous work experience in education 	<p>Application form/interview/reference</p> <p>Application form/interview/activity</p>
Additional Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills – written and verbal • Excellent organisational skills • Good attention to detail • Ability to work under pressure • Able to use initiative and “think on your feet” • Good level of numeracy • Happy to work independently but also a team player 		<p>Interview/reference/activity</p> <p>Interview/reference/activity</p> <p>Interview/reference</p> <p>Interview/reference</p> <p>Interview/reference</p>
Other	<ul style="list-style-type: none"> • Commitment to the protection and safeguarding of children and vulnerable adults • Commitment to values of equality and diversity • Flexibility to deal with changing day to day demands and to work unusual hours 		<p>Application form, interview, references</p>