JOB DESCRIPTION

**JOB TITLE: College Business Services & Development Manager**

**REPORTS TO: Executive Headteacher & Trustees of Downs View Life Skills College (DVLSC)**

**Salary: M10**

**Contract: Part-time 3 days a week. Term time only + 3 weeks.**

**Contract type: Permanent**

**Purpose of the Job**

1. To manage the business functions of the Life Skills College.
2. To act at all times in the best interests of the young adults supported by and attending the College.
3. To provide an integrated, project-management approach to the development of the College in line with the College Improvement Plan as agreed by the Board of Trustees and Executive Headteacher.
4. To be proactive in the growth of the DVLSC as a not-for-profit organisation.
5. To ensure the viability & sustainability of the College.

**Principal Accountabilities**

1. To act as the key contact for the College’s business development. This is a role that cuts across the traditional divisions between education, health and social care services.

2. To apply project management techniques to assist in the growth & efficient delivery of College’s service development through identifying and monitoring tasks and resources, including staff. This will include promoting, advertising & generating interest/income for the LSC.

3. To provide team leadership and support to all staff and line management to the admin support team.

4. To provide expertise and leadership in the development of business processes and documents that will assist with the planning and delivery of the College’s work. This will include drafting and submitting tenders and grant bids.

5. To sustain an effective relationship with the Local Authorities (LAs), Department for Education (DfE) and Education and Skills Funding Agency (ESFA).

6. To manage the College budget, ensure it is balanced, realistic and is an effective use of public money. To monitor the budget and spend throughout the year and be accountable to the Trustees.

7. To forecast future years’ budgets, based on the College’s estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions.

8. To comply with financial reporting requirements and submit statutory returns. To oversee the College bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.

9. To develop business with other LAs (where agreed by Trustees), and research, submit and manage all bids for income generation.

10. To provide the Trustees, School Business Manager and Executive Headteacher with regular progress reports based on performance indicators set by the above; identifying issues and recommending solutions.

11. To participate in community involvement initiatives, including consultation with stakeholders such as employers, the LA, AMAZE and the Parent and Carer Council (PaCC), to ensure that services meet the needs of learners with Special Educational Needs and Disabilities (SEND).

12. To promote the College and its services including presentations and attending meetings outside normal working hours (as required).

13. To ensure the Council’s Equalities policy is adhered to in relation to the job and in carrying out normal day to day duties.

14. To ensure the Health and Safety Legislation, in respect of employees within the College or the Job Holder’s direct control, is complied with.

15. To ensure the relevant legislation relating to works and contracts is complied with and especially in relation to the LA (procurement), DfE and ESFA.

16. To provide evidence in line with OFSTED requirements for a College Inspection.

The list of accountabilities outlined in the job description should not be regarded as exclusive or exhaustive. There may be other duties and requirements associated with your job and, in addition, you may be required to undertake various other duties as required.

The Executive Headteachers reserve the right to update your job description from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

**PERSON SPECIFICATION**

**JOB TITLE: College Business Services & Development Manager**

**REPORTS TO: Executive Headteacher**

**DEPARTMENT: Families, Children and Learning**

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| **CRITERIA** | **ESSENTIAL CRITERIA** |
| **Job Related Education and Qualifications and Knowledge** | * Experience at a senior level in delivering education or other services to children, young people & adults with SEND. * Experience working in a school or college * Graduate level * Up to date knowledge of relevant legislation and guidance. * Financial or accountancy qualification |
| **Experience** | * Experience of managing budgets and costing services, bidding & procurement processes * Experience of managing a team * Experience of working for a school or college, preferably for young people with SEND * Experience and understanding of engaging with and supporting parents, carers, children, young people & adults with SEND * Experience of service innovation & development in relation to education and business. |
| **Skills/Abilities** | * Project management skills – ability to mange complex programmes of projects within resource, cost and timetable constraints * To be competent in the use of an accounting system such as XERO. * Ability to co-ordinate staff from a number of teams * Presentation skills – ability to present information effectively both orally and visually * Personal skills – good interpersonal relationships, tact, diplomacy, ability to work under pressure * Problem solving and creativity – ability to think laterally and innovatively * Good negotiation skills * Ability to maintain confidentiality |
| **Equalities** | * To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy. |