



Teaching School Hub Communications & Business Manager

Job details

Job title: Teaching School Hub Communications & Business Manager

Salary: Grade 7 (Wolverhampton NJC Payscale £36922- 41,887 pro rota)

Hours: 37

Contract type: 39 + 4 weeks

Reporting to: Director of Teaching School Hub

Base: Manor Primary School Wolverhampton

We expect at our Teaching School Hub Communications & Business Manager at Manor MAT to uphold our core values of **Integrity; Ambition, Collaboration and Inclusion**; act with honesty; keep their knowledge and skills as Communications & Business Manager up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

Main purpose

The Communications & Business Manager (CBM) is responsible for managing the strategy and operation of the business functions of our teaching school hub ("TSH"), including financial management to include reports to the TSH Committee and returns to DfE, human resources (if appropriate), compliance and administration.

They will advise on and implement the day-to-day support that enables the teaching school hub to operate effectively and efficiently, to deliver the remit of the teaching school hub including return of all reports and required returns to the DfE and other relevant agencies.

Duties and responsibilities

Leadership and strategy

Under the direction of the Director of the Teaching School Hub, lead on all financial matters relating to the TSH, to ensure the expenditure of the TSH Grant is appropriate and allowable, to collect and distribute TSH/delivery partner income in accordance with agreed arrangements and to complete all necessary documentation for Annex G audit

Attend all strategic partnership and TSH Committee meetings and report to both where appropriate

Take all decisions in line with the vision and values of the teaching school hub

Implement, with the Director of TSH, a marketing plan for the Hub, which utilises the TSH website, signage, and communications with current and prospective schools

Monitor developments in technology and consider how it can be used to enhance the TSH's business processes

Contribute to the discussions regarding agreed KPIs for Hub performance with the Director of TSH, Strategic Partners and the TSH Committee

Financial management

In partnership with the Director of TSH, manage the TSH budget and ensure it is balanced, realistic, and represents an effective use of Grant funds and Hub income

Submit the budget to the TSH Committee

Monitor the budget all year round, advising the Director of TSH and the Committee where revisions or changes are needed

Forecast future years' budgets, based on the TSH's estimated funding and trends in expenditure, to enable the Director of TSH and the Committee to make strategic, long-term decisions

Comply with DfE financial reporting requirements and submit required returns

Oversee TSH bank account on a day-to-day basis in conjunction with the Central MAT Team, ensuring invoices are paid promptly, money owed is collected and distributed, and clear records are kept

Lead on procurement processes in accordance with MAT policies and procedures, negotiating deals and ensuring value for money

Human resources

Ensure that recruitment, appraisal, disciplinary and grievance policies of the MAT are administered in accordance with employment law

Compliance

Manage the TSH's compliance with statutory obligations and the TSH Handbook, and advise others on the relevant legal, regulatory and ethical requirements

Manage and ensure the regular review of necessary TSH policies in line with the TSH Framework and DfE requirements

Track all TSH policies and ensure they are updated in accordance with the policy review schedule

Monitor and update the risk register

Administration

Keep records in accordance with the MAT record retention schedule and data protection law, ensuring information security and confidentiality at all times

Provide administrative support for the Director of Teaching School Hub and the TSH Committee, including clerking meetings

Liaise with the MAT and TSH's data protection officer, taking responsibility for monitoring data protection compliance and reporting any potential or actual breaches as soon as they become aware of the same

Specific TSH responsibilities

Communication and marketing with designated area schools, including drafting and distribution of newsletters

Dealing with all enquiries from schools, delivery partners and participants

Liaison and communications in connection with applications used by the Hub – to include ECT Manager, Salesforce, website content

Supporting all applicants with all relevant registration processes for ECF and NPOs, including with Lead Partner, DfE and the TSH to include troubleshooting registration and "onboarding" difficulties

Designing system and methods of collecting and sharing data (in line with GDPR) to enable all delivery partners to co-ordinate events and attendees and data capture forms to facilitate hub activities

Planning effective rollout of future ECF/NPQ cohorts

Reporting on and monitoring of progress against KPIs

Analysis of relevant Hub data to ensure effective coordination of all Hub activities

Attend appropriate conferences and events relevant to the role

Undertake visits to schools within the designated Hub area to maintain strong working relationships

The teaching school hub business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Director of TSH.

Person specification

CRITERIA	QUALITIES	
Qualifications and training	A degree – in a business management or related discipline A school business management qualification (Level 4 or above)	Desirable
Experience	Senior level of administration Line management experience Experience of change management Contributing to staff development Data Protection knowledge	Essential
Skills and knowledge	Expert knowledge of financial management Excellent attention to detail Comprehensive knowledge and use of Microsoft Office, including Excel and ideally, Access Education Highly effective communication and interpersonal skills as the first point of contact for the TSH Ability to communicate a vision and inspire others Ability to build effective strong working relationships with staff and other stakeholders Ability to take initiative and work under own direction when required Ability to work as part of an extended team	Essential

Personal qualities	Commitment to promoting the ethos and values of the TSH and getting the best outcomes for all schools and teachers within the designated hub area Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the teaching school hub Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality	Essential
---------------------------	--	-----------

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2021

Next review date:

Director of TSH signature:

Date:

Postholder’s signature:

Date: