**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**School Manager 2 - Generic**

**Role Profile and Person Specification**

**November 2007 (updated August 2019)**

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| **Job Description** |
| **Job Title:** | **School Manager 2 - Generic** |
| **School /Academy:** | **<please insert here>** |
| **Grade Range:** | **Grade 8 – 26 - 28** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** |
| **Location:** | **<please insert here>** |
| **Reports to:** | **<please insert here>** |
| **Responsible for:** | **<please insert here>** |
| **Role Purpose and Role Dimensions:** | Be responsible for/manage the operation and delivery of support services within the school. Be responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of the school’s management team.To work with the management team leading the School/Academy on a day-to-day and strategic basis in developing the service. Lead on the resource management and strategic development of the business. Ensure high quality performance through effective monitoring, evaluation, development and best value approach to the use of resources to enable students to achieve their best. Oversee all aspects of the non-teaching work of the school/centre. Responsible for a significant area of the school’s work and to deputise as required.  |
| **Commitment to Diversity:** | As a member of the School/Academy Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** |  |
| **Key Internal Contacts:** |  |
| **Financial Dimensions:** |  |
| **Key Areas for Decision Making:** |  |
| **Other Considerations:** |  |

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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Organisation** | **This will involve:*** Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies.
* Lead on the development of performance and quality issues.
* Be responsible as lead manager in the area of planning and monitoring the work of the school/centre within the framework of best educational thinking and current legal requirements.
* Line Management responsibilities:
* Manage support staff.
* Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff.
* Represent the support staff at relevant meetings.
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| **Administration** | **This will involve:*** Develop and monitor management information systems.
* Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.

Be responsible for the design and effective operation of administrative procedures.* Be responsible for the submission of relevant information to SLT, the Governing Board and outside agencies e.g. DfE.
* Commission appropriate Payroll systems and be responsible for their effective operation.
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| **Resources** | **This will involve:*** Identify the need for, select and manage resources, including management of resource budget.
* Be responsible for the management of human resources, payroll, and appropriate deployment of staff, including recruitment.
* Be responsible for the provision of specialist advice and guidance to SLT/Governing Board etc. on national and local guidelines/policy/statue etc.
* Interpret matters of policy/procedure/statute to ensure the school’s compliance and initiate appropriate action arising.
* Manage procurement and be responsible for securing relevant sponsorship.
* Identify the need, and be responsible, for securing appropriate licences and insurance.
* Be responsible for devising marketing and promotion strategies for the school.
* Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development. On an annual basis to lead on the development of the Asset Management section of the Development Plan.
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Resources** | * Develop work specifications and manage service contracts.
* Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations.
* Be responsible for planning, monitoring and evaluation of budget.
* Be responsible for the management of expenditure from the school budget.
* Be responsible for the management of Health & Safety within the school.
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| **Responsibilities** | **This will involve:*** Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the development and implementation of the overall ethos/work/aims of the School/Academy.
* Develop constructive relationships and communicate with other agencies/professionals.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
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| **Green Statement** | **This will involve:*** Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy’s Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
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| **Data Protection** | **This will involve:*** Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
* Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
* Treating all information acquired through employment, both formally and informally, in accordance with the Workforce Data Protection Policy.
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| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Confidentiality** | **This will involve:*** Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities and Diversity** | The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams. |
| **Safeguarding** | **This will involve:**• Displays commitment to the protection and safeguarding of children and young people. • Values and respects the views and needs of children and young people.• Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. |
| **Customer Care** | **This will involve:*** Able to demonstrate a commitment to the School/Academy’s Customer Care Policy.
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| **Health and Safety** | Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.  |
| **To contribute as an effective and collaborative member of the School/Academy Team** | **This will involve:*** Participating in training to be able to demonstrate competence.
* Participating in first aid training as required.
* Participating in the ongoing development, implementation and monitoring of the service plans.
* Championing the professional integrity of the School/Academy
* Supporting Customer Focus, Best Value and electronic management of processes.
* Actively sharing feedback on School policies and interventions
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| **P e r s o n S p e c i f i c a t i o n** |
| **Job Title:**  | **School Manager 2 - Generic** |
| **Essential knowledge:** | * NVQ 4 or Degree or equivalent qualification or equivalent in relevant discipline
* Full working knowledge of relevant policies/codes of practice/legislation.
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| **Essential skills and abilities:** | * Ability to interpret advice/statute and to devise policy/practice in the light of these.
* Excellent numeracy/literacy skills.
* Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post\*
* Displays commitment to the protection and safeguarding of children and young people.
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
* Ability to manage a multi-disciplinary team effectively.
* Ability to relate well to children and adults.
* Ability to persuade, motivate, negotiate and influence.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
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| **Essential experience:** | * Several years experience working in a business environment at a management level.
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| **Special conditions:** | * Enhanced DBS check
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\*Further advice on specific points in this role profile can be obtained from your HR provider.