



### WANDLE LEARNING TRUST - JOB DESCRIPTION

POST	<b>TEACHING SCHOOL BUSINESS DEVELOPMENT MANAGER</b>
GRADE	SO1 SCP 29 – 31
EMPLOYMENT STATUS (Event linked to funding)	<ul style="list-style-type: none"> <li>• All Year Round</li> <li>• 36 hours per week</li> <li>• Based at Chesterton Primary School but required to work in any school in the cluster or Trust and travel between partner organisations</li> </ul>
RESPONSIBLE TO	<ul style="list-style-type: none"> <li>• Director of Finance &amp; Resources for finance &amp; business reporting, processes and procedures</li> <li>• Directors of WTSA for organisational and administrative issues.</li> </ul>
Line Management	<ul style="list-style-type: none"> <li>• To lead, manage and direct one or more administrative or support staff.</li> </ul>

#### **Context**

The Wandle Teaching School Alliance (WTSA) is an alliance of Wandsworth nursery, primary, secondary and special schools, which work together to deliver:

- Initial Teacher Training
- Professional Development
- School to School support

The WTSA is managed from within the Wandle Learning Trust (WLT) and has to report financially through the WLT.



### **Purpose of the Job**

- To be the financial, business and administrative lead for the WTSA, including the English Hub, Maths Hub and Early Years Hub;
- To manage and co-ordinate an effective overview of all administrative and business operations relating to the WTSA.
- To ensure that the WTSA is financially viable and solvent,
- To participate in the development of the Wandle Teaching School, including Initial Teacher Training
- To help build partnerships
- To facilitate projects as required
- To manage all aspects of School Direct funding

### **Main Duties and Responsibilities**

#### **1. BUSINESS AND FINANCIAL RESPONSIBILITIES**

- To ensure that there are robust systems and processes in place, ensuring that income and expenditure can be accurately reviewed and forecast on a daily basis.
- To ensure that the WTSA receives all its funding and income promptly, whether through grants or the provision of services by invoicing or communicating with individuals and institutions as appropriate;
- To work closely with a financial support team to ensure that accurate and regular financial reports can be made to the Director of Finance & Business using Wandle Learning Trust procedures and templates,
- To ensure that all income and expenditure is accurately recorded on the WLT finance system, directing the work of a finance assistant as appropriate.
- To ensure that all financial data is accurately posted on the finance system and ensure that end of year accounts can be produced,
- To ensure a robust and accurate annual business plan is produced for management and the WLT; using agreed templates and methodology,
- To manage the WTSA's bank account, ensuring that reconciliations are done promptly at month end,
- To work closely with the financial support team to effectively manage the WTSA cash flow, ensuring solvency at all times.
- To research and locate suitable funding opportunities, preparing funding bid applications for the Directors as appropriate, e.g. the National College;



- To ensure Wandle Teaching School has all the relevant contracts in place with external bodies, eg Higher Education Institutions, and that these are signed, regularly reviewed and implemented;
- To manage projects, existing and new, to ensure that outcomes are delivered appropriately;

## **2. LEADERSHIP & MANAGEMENT**

- To direct and oversee the work of other support staff such as the administration or marketing assistant on a daily basis, to ensure that
  - all group, governance and partner meetings associated with the Wandle Teaching School are scheduled and supported effectively e.g. room bookings, hospitality etc,
  - all the training and courses run by the WTS are supported effectively, directing the work of the administration assistant(s) as required. This to include publicity, booking, invoicing and organisation of the training days and facilities;
  - the website and any online media are regularly updated and accurate;
  - a regular Wandle Teaching School newsletter is created and distributed across the partnership and to all other contacts;
  - National College Teaching Schools' Newsletters (including funding opportunities etc) are received and distributed;
  - Correspondence and WTSA paperwork is dealt with promptly and efficiently.
  - Administrative or marketing assistants contribute to providing effective communication with WTSA stakeholders, in writing, via the telephone and face to face as appropriate.



### 3. ADMINISTRATION

- To maintain and develop effective partnerships with other bodies and individuals, e.g. the Institute of Education, Roehampton University, by keeping abreast of developments, ensuring effective communication;
- To ensure that all data returns are made in a timely manner with appropriate supporting documentation to ensure that project monies are received.
- To be involved in the recruitment, selection and appointment process of the School Direct students and manage the induction process for those students;
- To ensure the Wandle Teaching School effectively meets all of its administrative requirements in its capacity as an Appropriate Body for NQTs.
- To ensure the work of Wandle Teaching School is effectively publicised and promoted (eg courses, work of SLEs etc);
- To prepare and deliver reports and evaluations on the work of Wandle Teaching School to its Steering Committee, trustee meetings etc as requested;

Commented [KT1]:

### 4. GENERAL ADMINISTRATION AND RESPONSIBILITIES

- To ensure that line managers or senior management are made aware of and kept fully informed of any concerns in relation to safeguarding and/or child protection;
- To be aware of the principles of safeguarding as they apply to vulnerable adults;
- To comply with health and safety policies at all times, ensuring issues are raised or reported as required;
- To be aware of and support difference and ensure equal opportunities for all;



- To engage actively with the performance review process and take responsibility for own development by participating in training and other learning activities;
- The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Director or Business Manager

### **Equal Opportunities and Safeguarding**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.

To ensure that the worker's line manager is made aware and kept fully informed of any concerns, which the worker may have in relation to safeguarding and/or child protection.

Date of issue: Sept 2018

Signature of Post Holder:

Signature of Director M Siswick



### Person Specification

**Job Title:** Teaching School Manager

	Essential	Desirable
<b>Qualifications</b>		
GCSE Maths & English	Y	
Business or school management at degree level		Y
<b>Experience</b>		
Experience of using Microsoft Office Suite	Y	
Experience of using Email/Internet	Y	
Experience of using computerised systems	Y	
Experience of using financial systems	Y	
Experience working in a school setting		Y
Experience of working with the general public		Y
Entrepreneurial experience		Y
Experience of leading and directing staff	Y	
<b>Skills</b>		
<b>Personal</b>		
Must be well organised	Y	
Ability to work under pressure and ensure deadlines are met	Y	
Ability to work independently and as part of a team	Y	
Ability to organise and prioritise workload and work on own initiative	Y	
Ability to demonstrate high standards of literacy and numeracy	Y	
Ability to maintain high standards of accuracy and have a calm methodical approach to work	Y	
Excellent record of attendance and punctuality	Y	
The ability to keep a good sense of humour and resilience under pressure	Y	
<b>Administrative/Financial</b>		
Experience of using, maintaining and developing administrative systems	Y	
Ability to produce & analyse basic financial reports	Y	
Ability to communicate effectively with external stakeholders	Y	
Ability to find creative solutions to issues	Y	
Ability to maintain accurate records and filing systems	Y	
Ability to produce clear reports	Y	
Ability to maintain efficient record keeping systems	Y	



Relations		
Have good interpersonal skills and be able to communicate effectively with a wide range of people	Y	
Ability to show honesty, sensitivity and objectivity in dealing with confidential issues	Y	
Ability to develop good relations with all stakeholders	Y	
Willingness and ability to work flexible at peak times	Y	
IT Skills		
Fast and accurate keyboard skills	Y	
Word processing and typing skills	Y	
Ability to use databases to produce reports and statistics		Y
Strong Excel skills	Y	