



1. JOB IDENTITY

Post Title: Cluster Business Manager **Service:** ECS
Section: School Support **Grade:** Team Leader M
Reports to: Team Manager – Cluster Support and Development

2. JOB PURPOSE

- As part of the Cluster Support and Development team the Cluster Business Manager will lead an effective business support team, delivering professional and high-quality business support services to all schools within a cluster.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Lead the provision of business support services for all schools within a cluster, with a focus on continual improvement.
- Undertake a key role as a member of the Academy's Senior Leadership Team (SLT), while providing support and guidance to Primary schools to enable effective and compliant decision making.
- Lead and manage local support teams, including both Primary and Secondary School Business Support teams, Facilities teams and Technical support teams, to deliver an effective and efficient service.
- Support Head Teachers and contribute to budget management and planning. This includes consulting and advising budget holders how to deliver and operationally function within the services budget and within financial regulations / compliance. This will include authorising spend on behalf of the Academy Head Teacher (budget holder).
- The post holder is responsible for their multi-disciplined staffing budget, and cluster consumable budgets, and have the autonomy to make decisions and allocate funds appropriately.
- Manage the delivery of Cluster support services ensuring appropriate controls and use of resources including but not exclusive to:
 - Help shape and support the Head Teachers in ensuring the efficient operation of the school
 - Contribute to the effective utilisation of resource
 - Policy and Procedure support
 - Lead Facilities management – Property, building lets, cleaning and associate staff and budgets.
 - Lead role to ensure whole school Health and Safety compliance for Academy in conjunction with Head Teacher, and advise Primary Head Teachers
 - Support Head Teachers in Data Protection and FOI compliance
 - Emergency and Business Continuity planning and implementation

- Participate in and/or lead strategic working groups and undertake project management for improvement and maintenance projects across ECS Partnership working with internal and external stakeholders

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Degree qualified or equivalent relevant experience and skills
 - Current, full UK driving licence

- Desirable:**
- Management or leadership qualification
 - Membership of a relevant professional body
 - Project Management qualification

5. EXPERIENCE

- Essential:**
- Considerable experience in managing a multi-disciplined team
 - Experience working as part of a senior leadership team
 - Experience of financial management and reporting
 - Experience of facilities management
 - Experience of Health & Safety management
 - Experience of leading through transformational change
 - Experience of ICT systems

- Desirable:**
- Experience of remote leadership across multiple sites
 - Experience of leading continuous business improvements
 - Experience of project management

6. KNOWLEDGE AND SKILLS

- Essential:**
- Excellent communication skills and the ability to work with a range of groups and foster positive working relationships.
 - Ability to work on own initiative and as part of a wider senior leadership team
 - Flexible in terms of working hours, in order to ensure deadlines are met in response to changing or emerging situations
 - Ability to work under pressure, and to tight and conflicting deadlines

- Desirable:**
- Knowledge of the Scottish education sector
 - Understanding of Local Authority procedures and the context in which services are provided

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post