

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Business Manager

Closing date: Midday, Wednesday 6 October 2021

Job Description

This is an important middle management post, managing a range of School operations. The role is full time, year round. The Business Manager reports to the Head of Finance and is responsible for managing the following areas:

- Lettings (including holiday camps)
- Catering
- School Shop and Café

As well as generating income, the Business Manager supports the School's public benefit, as a Catholic charity. For example, New Hall runs a Multi-Academy Trust (NHMAT) and the Business Manager will provide support for New Hall's sponsored academy, Messing Primary School.

Key responsibilities:

1. Leadership & Management

- 1.1 to provide leadership to staff within lettings, School Shop and Catering Departments, establishing a performance management culture with a clear focus on effective staff appraisal and a commitment to professional and personal development
- 1.2 to create an operating structure which facilitates a strong focus on service excellence, delivery and value for money
- 1.3 to liaise with the Head of Finance to ensure strong budgetary control
- 1.4 to work with the HR Department to ensure effective staff management
- 1.5 to review and to help negotiate contracts in conjunction with the appropriate SLMT members

2. Lettings

- 2.1 to Chair the Lettings Group fortnightly meetings including setting the agenda
- 2.2 to develop a long term strategy for promoting lettings at New Hall
- 2.3 to develop the overall strategy for holiday camps and activities at New Hall
- 2.4 to work with the Communications & Events Department to promote New Hall as a venue, including the production of literature e.g. lettings brochure, weddings brochure
- 2.5 to manage all lettings enquiries
- 2.6 to ensure Facility Hire Agreements are in place
- 2.7 to plan and oversee logistical arrangements for all lettings
- 2.8 to manage weddings being held at New Hall, including being present on the day of the ceremony to act as Duty Manager for the duration of the event or to ensure that alternative cover is in place
- 2.9 to meet and check-in all residential lettings groups (at evenings/weekends as required) and to ensure all Health & Safety requirements are explained on check-in, including fire procedures and sharing of other appropriate risk assessments etc.
- 2.10 to manage all Lettings groups when on site including daily checks of facilities to ensure appropriate use and no damage
- 2.11 to ensure compliance with safeguarding requirements with regard to external parties using the New Hall site
- 2.12 to work with the Estates and HR teams to ensure tenancy agreements are issued to all relevant staff
- 2.13 to be on-call for out-of-hours emergencies for groups on site
- 2.14 to co-ordinate the work of staff assisting with Lettings

3. Catering

- 3.1 to act as the day-to-day point of contact for the Catering General Manager
- 3.2 to ensure the effective delivery of catering provision and to oversee the monitoring of KPIs, in line with the agreed contract
- 3.3 to report directly to the Vice Principal (Boarding & Operations) and Head of Finance regarding all catering-related matters, filtering and resolving non-urgent matters on their behalf
- 3.4 to oversee the running of the School's Good Hope Café

4. School Shop

- 4.1 to line manage the School Shop Manager
- 4.2 in liaison with the Head of Finance, to set and agree KPIs for the Shop Manager
- 4.3 to review the opening hours of the shop and associated staffing levels at different times of the year
- 4.4 to liaise with the School's uniform suppliers (currently Schoolblazer) regarding any uniform related matters as appropriate

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on the website.

Person Specification

This post would suit a candidate seeking career development and opportunities to develop leadership and management skills, in this dynamic and forward thinking school.

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	Degree or other relevant post A Level/BTEC qualification	Project management qualification e.g. Prince 2 Finance or business qualification
Experience	Experience of managing lettings and meeting revenue generation targets Proven experience of continuous improvement in work-based processes and procedures Experience of successfully developing partnership working with key stakeholders within and external to the organisation Production and realisation of development plans Experience of managing budgets Experience of contract management and dealing with contract variations	Experience working in a school or other educational establishment Experience in managing large-scale lettings e.g. weddings, residential hire Experience of managing staff
Skills and Aptitudes	Excellent communication, organisational and management skills An ability to analyse data Project management and negotiation skills Excellent IT skills Excellent time management An ability to work under pressure Basic accounting/finance skills	
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Initiative Energetic, committed and positive	

	<p>Strategic thinking and be able to work on own and in teams</p> <p>Innovative and successful at managing own time and resources</p> <p>Highly customer focused</p> <p>Ability to motivate self/others and build teams</p> <p>Flexibility to adjust to change and development</p>	
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Salary & Benefits

Salary

The salary for this post is £42,865-£48,988pa (NHC44-50).

Hours of Work

Your normal hours of work will be 9.00am-6.00pm, Monday to Friday in term time. You are permitted a one-hour unpaid meal break each day. During the School holidays, the hours of work will typically be 8.30am-5.30pm, with a one-hour unpaid meal break. Support staff generally work an average of 40 hours per week over the course of a calendar year but in view of the nature of the role you may be required to work additional hours for the proper performance of your duties, for which no further remuneration will be paid.

Work is required on some evenings and weekends and the amount of holiday and the salary range have been set to include these times. A degree of flexibility is required. All staff are required to attend INSET days. The Business Manager will be required to work on School Open Days which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend.

Holidays

The Business Manager will be entitled to 35 days' holiday including bank holidays. New Hall closes for two days between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. Holidays may be taken in term time. All holiday is subject to the approval of the Head of Finance.

Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Sports membership

As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sports Club, with effect from your start date. The staff rate is currently £20pa and £5pa for additional family members. Membership includes Club time use of:

- 25-metre, 6 lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays

School fee remission

The post of Business Manager carries staff fee remission as follows: if your child is aged 4-18 and joins New Hall School, there is a reduction of two-thirds of the day fees. Please note that there is no staff fee remission for New Hall Nursery/Pre-Reception (ages 1-3).

Places for staff children are subject to space availability and the normal entry assessments. If the acceptance of a job offer is dependent on your child/ren attending New Hall, please contact the Admissions Team on 01245 467 588 to verify whether there is availability within the year group/s.

You will need to complete an application form for fee remission, available from the HR Department. This must be done prior to your child starting the school or the remission will only apply from the following term.

IT equipment

The Business Manager will receive a laptop and mobile telephone for use in the delivery of their professional duties.



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