



School Business Manager POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	School Business Manager	Location:	Treetop School, Adelaide
Group:	Aspect Education	Reports to:	Executive Principal /Principal

Organisational Purpose

A different brilliant[®] - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Position Purpose

Provide expert professional and timely provision of business services to the Executive Principal/Principal, operating autonomously and ensuring school business operations function smoothly.

Outcomes

Key Results Area:	Requirements & Expectations	Success Indicators
Financial management	<ul style="list-style-type: none"> • Be the contact person for the school with the Education Accountant • Support the Executive Principal/Principal with the preparation and administration of the budget, <ul style="list-style-type: none"> ◦ undertaking day to day financial activities (e.g. reviewing school expenditure, liaising with Aspect payroll and purchasing, producing financial reports); ◦ proposing alternatives for managing the school's financial resources; and ◦ suggesting courses of action to routine and non-routine financial matters that comply with legislation and policy • Monitor income and expenditure in relation to budget and meeting monthly with Aspect Finance team to review the budget. • Scrutinise and pass for payment all invoices received in the school. • Analysing costs and other statistical records to identify efficiencies or anomalies. • Prepare financial appraisals of particular projects. • Direct the accounting processes of the school and ensure that all funds are effectively accounted for according to Aspect policy. • Purchase, either directly or through a purchasing group, all goods and services for the school. • Approve expense manager • Maintain local asset register • Monitor 90 day debtors with Finance team 	<ul style="list-style-type: none"> • All requests from the Education Accountant are actioned in a timely manner • Spending is reviewed in line with budget before any purchase • Staffing templates are kept up to date and monitored if any changes in staff or student numbers occurs • Opportunities are presented to the Executive Principal/Principal for streamlining processes and providing savings. • Meetings are attended monthly to review the P & L • All invoices are checked and aligned against budget • Records of income and expenditure are maintained at school level • Projects are scoped and quoted as per Aspect policy and then funds acquitted as per approval • Staff are supported in all spending • All purchasing follows Aspect procedures • Expenses are entered and approved in Expense manager in a timely fashion • Local asset register is kept up to date and the collection of resource material at the school monitored. • Attend all 90 day debtor meetings and action as per Aspect procedures
IT	<ul style="list-style-type: none"> • Be the contact person for the school with Aspect IT • Manage the schools IT equipment and infrastructure , including hardware and software • Manage the schools database 	<ul style="list-style-type: none"> • Respond in a timely manner to all requests from IT and refer to them for any hardware or software issues • Monitor the IT infrastructure at the school and assist Aspect IT as requested

		<ul style="list-style-type: none"> • All IT equipment is logged on local asset register • All school software if used as per Aspect procedures • School database is kept up to date and accurate
Site safety and injury management	<ul style="list-style-type: none"> • Be the contact person for the school with Aspect WHS and workers compensation • Supervise WHS within the school and as chair of the Health and Safety committee. • Maintain compliance of minibuses and transport with the regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspectorate tests. • Assist in the development of work practices that ensure appropriate work health and safety standards are maintained • Undertake analysis of WHS reports to improve the safety of the environment, in consultation with WHS team 	<ul style="list-style-type: none"> • All WHS requests are complied with in a timely manner • All WC is followed up immediately with WC Consultant and monitor as per their advice • WHS meetings are held as required • School security is monitored to maintain a safe environment • Aspect transport is used as per Aspect procedures and maintained in a good condition • The school sites are safe for use and risks mitigated • Reports on analysis of WHS incidents is prepared for the Executive Principal /Principal as requested and findings actioned.
Customer Service	<ul style="list-style-type: none"> • Oversee the customer service experience for all visitors • Manage the processing of student admissions, registrations, enrolments and transfers. • Undertake special projects as required by the Principal. 	<ul style="list-style-type: none"> • All interactions with external and internal people are given exceptional customer service • The registration and enrolment process for all families is conducted as per Aspect guidelines and with respect for each individual situation • Special projects are carried out in a timely fashion
Fundraising	<ul style="list-style-type: none"> • Be the contact person for the school with Fundraising team • Prepare the project outlines for fundraising to assist the school • Organise local fundraising events • Prepare and complete local grant application • Support the P & F with their fundraising activities 	<ul style="list-style-type: none"> • All Aspect Fundraising requests are complied with in a timely manner • Cases for support are prepared each year • Grant applications completed • Any fundraising activities by the P & F follow Aspect procedures
Staffing supervision and development	<ul style="list-style-type: none"> • Undertake the day to day supervision and management of school support staff, • Organise, undertake and coordinate the recruitment, induction and training of school support staff. 	<ul style="list-style-type: none"> • School administration act in a professional manner and undertake tasks in a diligent and timely manner

	<ul style="list-style-type: none"> • Prepare contracts for all new staff including teachers • Ensure that all relevant staff have contracts of employment and keep the school's standard contracts up-to-date, in consultation with HR. • Supervise support staff to keep staff training records up to date in Aspects LMS 	<ul style="list-style-type: none"> • Recruitment requested by the Executive Principal/principal is actioned promptly and handled as per Aspect guidelines, including on boarding and inducing new staff. • Staff contracts follow Aspect procedures. • Teacher step levels are set as per advice from Aspect HR • All employment matters are managed in conjunction with Aspect HR and support Executive Principal/Principal to act. • School follows Aspect procedures on all employment matters • The staff training records in the LMS are accurate.
Property Management	<ul style="list-style-type: none"> • Be the contact person for the school with Property team • Oversight of the maintenance of school buildings including the preparation of maintenance schedules and keeping of records. (e.g. advising on minor works and repairs schedules, planned maintenance schedules including fire and air conditioning compliance, negotiating with contractors facilitating repairs, and overseeing expenditure of planned and unplanned maintenance budgets) in consultation with Property and WHS. • Supervise the delivery of contracted services. • Oversee cleaning of the premises, which may also be contracted out 	<ul style="list-style-type: none"> • Meetings are held regularly with Aspect Property and any issues actioned. • School maintenance on grounds and facilities is actioned as per cycle and any hazards identified quickly and the risk mitigated action promptly • Fire safety is maintained and fire drills held as per Aspect procedure. • All contractors carrying out work have undergone Aspect contractor induction and have verified Working with Children Check or current • The school is clean to a high standard as per the cleaning contract and cleaning contractors have verified WWCC.
Communications (Internal and External)	<ul style="list-style-type: none"> • Be the contact person for the school with Aspect Communications • Manage the design and production of school publications and documents in conjunction with Communications team – • Maintain the Aspect website content relating to the school • Maintain the school's section of My School website 	<ul style="list-style-type: none"> • All Aspect Fundraising requests are complied with in a timely manner • Aspect website school page is kept up to date • My School website information on the school is up to date and accurate

	<ul style="list-style-type: none"> • Provide required level of administrative support for school events, functions and projects. • Assist the Executive Principal/Principal with marketing and development of the school 	<ul style="list-style-type: none"> • School publications are up to date and available for promotion • Marketing material is accurate and available for the Executive Principal/Principal
Quality & Risk Management	<ul style="list-style-type: none"> • Be the contact person for the school with Aspect Quality • Provide advice to the leadership team on support structures and work practices to ensure compliance with Aspect policy and procedures. 	<ul style="list-style-type: none"> • All Aspect Quality requests are complied with in a timely manner. • Compliance audits are held as per Aspect schedule and items for action are rectified promptly
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.</p> <p><i>Coordinators, Managers and Executive are responsible for ensuring staff:</i></p> <ul style="list-style-type: none"> • Follow safeguarding guidelines as outlined in Aspects <i>Safeguarding the People We Support</i> policy and Code of Conduct. • Complete all mandatory safeguarding training • Comply with mandatory reporting and legal requirements <p>Coordinators are required to:</p> <ul style="list-style-type: none"> • Alert next level Managers to any concerns and/or issues that may warrant investigation <p>Managers and Executive are required to:</p> <ul style="list-style-type: none"> • Be the escalation point for all concerns and/or issues and investigate, in consultation with relevant business unit (i.e. HR/Quality) • Promote a safeguarding culture and educate staff in understanding the need for ongoing vigilance 	<ul style="list-style-type: none"> • Internal reporting systems, procedures and policy requirements are adhered to and fulfilled (i.e. Riskman reporting/actions) • All external reporting agencies are notified as required and within timeframes • Investigations are followed through to resolution and learnings used to inform improved practice. • Learning Management System (LMS) confirms staff have completed mandatory training • Voice survey results report staff are comfortable to raise concerns and/or issues and they are acted upon
Work Health, Safety & Well-being	<p>Members of the Aspect management network are considered “officers” according to the WHS Act and accordingly are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.</p> <ul style="list-style-type: none"> • Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws. 	<ul style="list-style-type: none"> • Injury rates are low or negligible • Work, Health & Safety matters are included as part of regular meetings • Incident forms and safety risks are forwarded on time to the WHS Consultant • RTW plans are in place for any injured employee

	<ul style="list-style-type: none"> • Hold managers within your business unit accountable for their health and safety responsibilities. • Fulfil your duty to exercise due diligence. Due diligence means you must: <ul style="list-style-type: none"> ○ acquire and keep up to date knowledge of work health and safety matters ○ understand the operations of the business and the hazards and risks involved ○ ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised ○ ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way ○ ensure the business has, and implements, processes for complying with any legal duty or obligation verify the provision and use of resources and processes. 	<ul style="list-style-type: none"> • WHS matters are included as part of regular meetings • Identified hazards, issues or risks are evaluated and appropriate management controls applied
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PART B: POSITION CRITERIA

Capabilities	Financial Acumen	Strong analytical skill skills, commercial knowledge and aptitude, strong IT skills
	Organisation and Project Management skills	Demonstrated skills in managing projects from end to end and measurement of outcomes
	Communication and interpersonal skills	Demonstrate well-developed interpersonal skills, empathy, self-awareness and the ability to build trust when dealing with sensitive situations
	Leadership	Demonstrated leadership of a team
Aspect Leadership Framework	<ul style="list-style-type: none"> • Demonstrated capacity to operate effectively within the Aspect Leadership Framework which addresses four focus areas: <ul style="list-style-type: none"> • <i>People, teams and relationships</i> – how we work with and through people to achieve our goals • <i>Self-leadership and professionalism</i> – how we behave and model personal effectiveness • <i>Vision and outcomes</i> – how we look to the future while keeping an eye on what is happening now • <i>Adaptive leadership</i> – how we lead through challenge, change and uncertainty • <p>[See attached Aspect Leadership Framework]</p>	
Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrated commercial/ business management experience • Highly developed skills in Office Suite- Word, Excel • Previous experience in leading a team 	

	<ul style="list-style-type: none"> • Proven skills/knowledge in complex office procedures • Experience managing confidential information, documentation and situations • Skilled data base management • Skilled and systematic organiser
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in the fields of Business or Commerce or other relevant degree
Job requirements (essential)	<ul style="list-style-type: none"> • Full time position, non-award • Required to work both school term and non-term time • Travel required between school sites, national office and other travel as required • Current, valid driver's licence with use of own vehicle for business purpose • Current South Australian Working With Children Check OR Department for Communities and Social Inclusion (DCSI) check (essential) • Responding to Abuse and Neglect (RAN) certificate (essential) • National Police Check (NPC) • International Police check (if required)
Job requirements (desirable skills)	<ul style="list-style-type: none"> • Previous experience managing/coordinating property/facilities projects • Knowledge and/or previous work experience in education or disability settings

PART C: APPROVED BY

Position Approved by: Elizabeth Gadek, National Director Aspect Education

28th August 2019

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position

Name: _____ (Date) _____