

## Information for Candidates – Business Manager



### The Role

Aspire Foundation are recruiting to the role of Business Manager

This is an exciting opportunity, as we seek to appoint an inspirational Manager to lead the provision of Central services (Finance, Data & Monitoring, HR and ICT) as well as seek out new opportunities to develop the organisation.

This role will expand and quality assure the business, pursuing partnerships, new contracts and funding streams that will improve outcomes for children and families.

The successful candidate will provide support to the Directors, Executive Head and Senior Managers across the Foundation, by ensuring effective infrastructure, administrative functions and support systems are in place to facilitate the smooth day to day running of the children and family centres and nurseries.

You will lead and develop the business team, utilising a project management framework to drive the business forward, ensuring objectives are met and priorities are on track.

You will prepare and monitor the Foundation budgets and highlight any risks and opportunities to senior managers and board of Directors.

You will also help to develop future opportunities for the Foundation to support its secure long-term and sustainable future.

This is a part time, permanent role (22.5 hours a week), to be worked over 3 days Monday-Friday.

The salary will be Grade 10 (SP 37-40) £31,633 - £33,477 pa for pro-rata hours (FTE £45,441 – 48,474 pa)

We anticipate the successful candidate will start in the new role as soon as possible.

Closing date for applications: Noon on Wednesday 17<sup>th</sup> April 2024

Interviews will take place: w/c 22<sup>nd</sup> April 2024

### Why Aspire?

We have recently been successful in retaining the Gloucestershire County Council, Children and Family Centre contract for Cheltenham and Tewkesbury and as an organisation we are committed to continue to provide high quality targeted family support as well as work in partnership with local organisations and the voluntary sector to build community capacity and deliver a variety of community-based groups and support.

### Why you?

- You are an experienced and dedicated professional with a passion for seeing children and families develop and grow.

- You are experienced in leading and managing teams with a demonstrable knowledge of providing high quality and consistent support to families
- You are a strategic thinker and clear and adaptable communicator, able to confidently convey vision, situations and actions in both written and spoken forms.
- You are active in working collaboratively in partnership with colleagues and other professional partners, sharing knowledge, experience and best practice

**The ideal candidate will have the following:**

- Ability to create structured strategic plans
- Strong interpersonal and communication skills.
- Ability to lead and inspire a team including matters related to wellbeing
- Experience of leading and managing teams across multiple settings
- Experience of leading and co-ordinating provision and best practice across multiple sites
- Knowledge of Health & Safety standards
- Experience in creating and managing action plans and supporting improvements (including project management skills)
- Confident with use of IT e.g. Microsoft Office (Outlook, Word, Teams, Excel, Powerpoint)
- Able to lead implementation of an Adaptive and Reflective Approach with a Growth Mindset, continuously adapting strategies and reflecting on practice to enhance the effectiveness of teaching and learning.

**Required emotional characteristics:**

- Confidence as a leader
- Great listening skills
- Stable and dependable
- Problem solving & positive can-do attitude.
- Resilient (strong) yet also caring and great empathy
- Able to take constructive criticism.
- Able to be self-reflective to constantly improve.

**About the Role**

The Business Manager role is a key leadership role within Aspire Foundation.

- The successful candidate will work with the Executive Headteacher and Strategic Leads x 2 (Family Support and Early Years) to seek new business opportunities to develop the Foundation and secure a long-term sustainable future for the organisation
- Be pro-active in seeking and delivering opportunities to drive current good practice and high-quality delivery of children's services forward; setting direction, building teams and resources to help children and families achieve their potential through education and family support
- Maximise positive impacts on children and families through partnership working, leadership, innovation and delivery of key contract targets
- As part of the Senior Management Team (SMT), advise on strategy and service developments, maintain strategic and operational relations countywide and report to Directors and Local Authority Commissioners on performance

Reporting to the Executive Head Teacher, the role comes with responsibility of leading the Business Centre Team to ensure quality provision in Finance, Data/Monitoring, HR and ICT.

The successful candidate will contribute to the development of the wider Foundation objectives.

The postholder will work with the Directors and Senior Managers to ensure the organisation's ethos and strategic vision is carried throughout all settings as well as the wider community.

You will be given plenty of challenges as well as opportunities to innovate and personally develop, working alongside a dedicated and talented set of colleagues who work collaboratively to deliver our vision and ambition for the children and families to 'Aspire and achieve'.