

---

## **JOB DESCRIPTION**

### **BUSINESS MANAGER, DEVON PRIMARY SCITT**

<b>Job Title:</b>	<b>Business Manager, Devon Primary SCITT (DPSCITT)</b>
<b>Responsible to:</b>	Director, Devon Primary SCITT
<b>Employer:</b>	<b>Tarka Learning Partnership</b> (Tarka Learning Partnership is the legal entity for DPSCITT. It holds the employment contracts for its staff on behalf of the Partnership Schools).
<b>Salary:</b>	<b>NJC Grade E</b> (points 16 – 22) £23,386 - £26,336
<b>Contract:</b>	<b>Permanent</b> 37 hours per week (44 weeks)

#### **Job Purpose:**

- Provide high quality administration and financial management for DPSCITT.
- Promote the values, vision and ethos of DPSCITT, maintaining positive relationships and excellent internal and external communication.
- Contribute to the analysis, evaluation and continuous improvement of the programme.

#### **Key Responsibilities:**

##### **Programme Administration**

- Serve as the main point of contact for DPSCITT, handling written and telephone enquiries in a welcoming and professional manner.
- Provide admin support to the DPSCITT Director and wider team, including the preparation of programme resources and reports.
- Act as clerk to the DPSCITT Governing Body, preparing paperwork and taking minutes.
- Help to arrange and coordinate trainees' school placements.
- Manage the DPSCITT office and training rooms, liaising with premises staff and maintaining supplies of resources.
- Arrange and manage the smooth running of training sessions and meetings (including the graduation celebration).
- Manage trainer contracts and venue bookings, liaising with trainers to ensure that resources are available for training sessions.
- Maintain the DPSCITT on-line portal ensuring availability of current programme documentation and resources.
- Analyse and evaluate data/information and produce reports to assist with quality assurance and self-evaluation processes.
- Keep up-to-date with national developments via NASBTT publications and ensure that admin processes and record keeping comply with DfE and GDPR requirements.
- Maintain effective systems for tracking and reporting trainees' progress.
- Maintain records of trainees' employment, following their completion of the programme.

### **Marketing & PR**

- Contribute to the development and implementation of the Marketing Plan.
- Maintain the DPSCITT website and social media platforms.
- Advertise and coordinate recruitment events.
- Manage the School Experience Programme.

### **Recruitment & Admissions**

- Use the DfE's systems to ensure timely and accurate management of applications and offers.
- Coordinate and organise interview days.
- Maintain the DPSCITT applicant database and analyse recruitment data.
- Organise and process registration and pre-course paperwork including DBS and occupational health clearance.
- Support trainees with applications for loans and disability support.
- Maintain the Single Central Record, using Tarka systems.
- Manage the DfE's Data Management System and make timely and accurate returns.
- Manage the Plymouth University registration process.

### **Financial Management & Reporting**

- Comply with the Tarka Finance Policy and Procedure Manual.
- Process and monitor all income and expenditure, placing orders and paying invoices efficiently and maintaining accurate records, including with the Student Loan Company.
- Prepare the annual budget for approval by the Executive Board and Steering Committee.
- Complete a monthly reconciliation of income and expenditure and resolve any queries.
- Prepare budget monitors for the DPSCITT Director.
- Prepare annual accounts for audit in compliance with the DfE's financial regulations.
- Report to the Executive Board and Steering Committee on all financial matters.
- Report to the DfE and file accurate returns.

### **Working with Others**

- Play a full part in the life of DPSCITT, supporting its values, vision and ethos.
- Foster and maintain positive relationships with all internal and external stakeholders.
- Contribute to the welfare and pastoral support of trainees.
- Maintain effective communication within DPSCITT ensuring issues for all stakeholders are resolved at an appropriate level.
- Actively participate in personal appraisal and professional development opportunities.

*This Job Description gives an indication of tasks to be performed and is not a definitive list.*