

**SVT Unique  
College Business Lead  
Grade F**

Role Title	Typically reports to
Sea View Trust – Unique College Business Lead Blackpool Grade F	Line Manager
Information sources	Date of profile
	January 2022
Purpose of the role (job statement)	
To develop and implement the administrative, operational and financial function within the College.	
Responsibilities	
<p><b>Key duties:</b></p> <ol style="list-style-type: none"> <li>1. Manage the College’s administrative and operational functions through planning, developing and monitoring support systems, procedures and policies;</li> <li>2. Manage / supervise administrative staff;</li> <li>3. Provide support, advice and guidance on administrative, safeguarding and Prevent issues to senior staff, board of directors and others;</li> <li>4. Provide a full clerking service to the board of directors including preparation of agendas in conjunction with Chair and Head of College, distribution of paperwork, minute taking, assisting with recruitment of directors and convening and clerking special meetings where required;</li> <li>5. Liaise with other staff, learners, parents/carer/advocates and external agencies;</li> <li>6. Signpost learners and families to sources of advice and guidance and deal with bursary applications and free school meals;</li> <li>7. Develop, maintain and update confidential learner records and information systems;</li> <li>8. Assist with the marketing and promotion of the College, including social media and website;</li> <li>9. Manage petty cash and ensure appropriate use of the College’s bank account/s;</li> <li>10. Process orders and approve payments ensuring correct financial control is applied;</li> <li>11. Reconcile financial accounts;</li> <li>12. Support the CFO with income generation activities;</li> <li>13. Undertake analysis and evaluation of data, and produce ad hoc detailed reports and information;</li> <li>14. Responsible for completion and submission of forms, returns etc., including Individualised Learner Record (ILR) data and other returns to outside agencies;</li> <li>15. Coordinate annual review schedule and administration of meetings and paperwork;</li> <li>16. Maintain confidentiality, adhere to safeguarding procedures</li> </ol> <p><b>Individuals in this role may also:</b></p> <ol style="list-style-type: none"> <li>1. Produce, and respond to, correspondence;</li> <li>2. Be responsible for health and safety issues in the College (with the support of the Principal of the College and Central Team) and how they impact on learners, staff and visitors to the College;</li> <li>3. Contribute to the service contracts, school licences and insurance;</li> <li>4. Carry out reception duties to cover for absences;</li> <li>5. Responsible for ensuring the selection, ordering and storage of supplies within a budget.</li> </ol>	
Indicative knowledge, skills and experience (Desirable / Essential)	
<ul style="list-style-type: none"> <li>• Knowledge, experience and expertise of business and administration management; experience and expertise across a wide range of activities such as administration, operations, finance, safeguarding, staff management, MIS and IT systems; (Essential)</li> <li>• National qualifications Level 4, HND, A Levels or relevant extensive experience; (Essential)</li> <li>• Demonstrable experience of managing and extensive and varied workload, with the capability to meet exacting deadlines; (Essential)</li> </ul>	

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- Knowledge of the legal review system required for all learners with an EHCP (Desirable)
- Good interpersonal/communication skills; (Essential)
- Deals with sensitive and confidential issues e.g. safeguarding, child protection, Prevent (Desirable)
- Involves complex issues, situations and problems, which do not always have prescribed solutions; (Essential)
- Relevant managerial experience. (Essential)