

Business Support Team - September 2020

Team	Name/Email	Key Responsibilities	Line Manager To
Business Support	Alyson Price Alyson.b.price@cscjes.org.uk	Business Manager <ul style="list-style-type: none"> To support the Deputy Managing Director with the corporate and business operational functioning of the Consortium Responsible for ensuring organisational effectiveness by providing effective operational reporting systems, processes and policies To provide the leadership and vision necessary to coordinate various strategic and operational development of management functions, including aspects of financial management To work with senior managers to ensure that all staff work collaboratively to secure the successful implementation of the business plan and bring about continuous change and improvement 	Craig Flynn Andrea Jones Simon Johnson Mari Waddington Alison Tovey Samantha Harris Tim Fawell Kate Nash
Data	Caryl Stokes Caryl.stokes@cscjes.org.uk	Data, Quality and Intelligence Unit Manager <ul style="list-style-type: none"> To oversee the collection, collation and analysis of data from the data collections and the national reading and numeracy tests To give strategic direction to the provision of a wide range of data concerning the performance of schools and the service and development of the related statistical analysis To lead the development of systems to collect, collate and record schools' statutory targets and pupil level data, including live in-year data about pupils' progress and to work with local authority officers to collect and collate live in-year data concerning attendance and exclusion To develop and produce reports for all relevant stakeholders across the organisation which contain appropriate content and formats. 	Margaret Parrish James Patten Amy Williams

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Operations</p>	<p>Simon Johnson Simon.johnson@cscjes.org.uk</p>	<p>Operations Manager</p> <ul style="list-style-type: none"> • Development, management, maintenance and roll out of online information management systems • Collation/management of information and evidence in preparation of Estyn inspections (Consortium) and to support local authorities • Develop information management strategic protocols and processes for the organisation • Coordination of system development and information management procurement activities • Management of Central South Consortium IT equipment and upgrade programme • Coordinate collation and presentation of management information to the Consortium's Senior Leadership Team (SLT) 	
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Communications	<p>Mari Waddington mari.waddington@cscjes.org.uk (Welsh Speaker)</p>	<p>Communications Manager</p> <ul style="list-style-type: none"> • Digital Communications including CSC website, Cronfa, knowledge bank and social media channels • Translation and the use of the Welsh language • Press engagement • Sharing of good practice through case studies • Filming and editing • Branding and consortium publications including prospectus, flyers, newsletter, bulletins, business plan etc • Weekly school bulletin • Weekly staff bulletin • Graphic design and typesetting • Reprographics • Merchandise and signage • Photography and staff ID cards • Hub school marketing • Freedom of information requests 	<p>Steve Gibbs (Welsh Speaker)</p> <p>Elain Haf (Welsh Speaker)</p>
Administration	<p>Andrea Jones andrea.jones@cscjes.org.uk</p>	<p>Office Manager</p> <ul style="list-style-type: none"> • First point of contact for day to day human resource activities, recruitment, conditions of service, management and control of sickness leave, annual leave and flexi • Manage deployment of the business support staff • Monitoring performance management • Manage CPD budget • Provides PA support for Managing Director, Senior Management Team, Governance, Joint Committee and Directors 	

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Finance	<p>Craig Flynn Craig.flynn@cscjes.org.uk</p>	<p>Senior Accountant</p> <ul style="list-style-type: none"> • Robust financial management to include: budget setting, monitoring and closing, in accordance with our financial procedure rules • Financial planning in line with the Consortium Business Plan in both short and medium term • To ensure both internal and external audit requirements are met • Manage external funding for both retained and delegated grants in compliance with the terms and conditions issued by the funding body • Provide financial reports to the Joint Committee and Education Group Directors in a timely manner 	<p>Alison Winter Carl Webber Keely Jarvis</p>
Project Management	<p>Sam Harris Samantha.Harris@cscjes.org.uk</p> <p>Alison Tovey Alison.Tovey@cscjes.org.uk</p> <p>Kate Nash Kate.Nash@cscjes.org.uk</p> <p>Tim Fawell Timothy.Fawell@cscjes.org.uk</p>	<p>Project Managers</p> <ul style="list-style-type: none"> • Create project plans • Monitor, progress, chase and update project plans in collaboration with the strategic lead • Attend meetings and provide input • Monitor budgets, update strategic leads with progress and ensure timely spending in liaison with the strategic lead and finance • Provide data and narrative reports • Escalate risks • Communicate to stakeholders 	<p>Bev Blackburn Matthew Robbins (Welsh Speaker) Sharon Parker Adele Elliott Kay Murray Jemma Hull</p>