



## Application Information

Application Pack for the post of:

### **School Business Manager**

*Full Time. Required as soon as possible*

*Salary is competitive and negotiable, depending on experience*

We are seeking to appoint a talented, experienced and enthusiastic professional to take the lead role in the business management of the school.

Potential candidates are encouraged to visit the school and appointments can be made by contacting:

Ms. Lonergan on 020 8568 8692

*Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All successful candidates will be required to undergo safer recruitment checks including an enhanced DBS disclosure.*

The successful candidate would ideally have:

- experience of working in an educational context, preferably a school
- relevant financial qualifications (e.g. ACA, ACCA, CIMA) and ideally CSBM / DSBM
- a high level of drive and motivation
- have an excellent understanding of finance and budget management, personnel procedures and resources management
- be exceptionally organised and efficient, with attention to detail
- have excellent communication and interpersonal skills as well as flexibility in demanding situations
- have the ability to lead and manage a committed school administration team
- be dedicated to providing a highly efficient support service to enable high quality teaching for all our children
- be able to provide a friendly and warm welcome to our parents, governors and the wider

Closing date: **Wednesday 28<sup>th</sup> June 2017 at 4pm**

Interviews: **From Monday 3<sup>rd</sup> July 2017**

How to apply: Please download the application form ([www.gumleyhouse.com](http://www.gumleyhouse.com)) and include a statement of application

***If you require any further detail about the role or application process, please contact***

***[lonergan@gumley.hounslow.sch.uk](mailto:lonergan@gumley.hounslow.sch.uk)***





## 176 years of outstanding Catholic education

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by two of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities. Our termly 'Gumley News' publication which can be accessed on our website gives a clear insight of what we're about.

Building on past success and innovation, in 2015 we were awarded the Prince's Teaching Institute Mark for English, History and Geography and Maths in 2016.

For the third time, we were re-accredited the **International School Award (2015 – 2018)** by the British Council. The assessor wrote: *'This is an excellent Impact Evaluation and a credit to your school. Your application demonstrates your continued passion and commitment to understanding and applying the principles of international education in a creative and imaginative way. It also proudly showcases your international learning journey, including your achievements and highlights the positive effects of your global learning on all stakeholders involved in the process, including students, staff, partner schools and the wider community.'*

Having become the Lead Maths Hub for Pearson in 2102, in 2015 we received recognition from Pearson for being a 'lead school for Math Collaboration.' We are part of the TeachSouthEast Partnership, the Association of State Girls' Schools, and work closely with schools in Hounslow as well as other Catholic schools in west London. All these collaborations support our staff development and contribute to excellent outcomes for our students.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.



# Job Description



**Role:** School Business Manager

**Salary:** Competitive and negotiable, depending on experience

**Job Purpose:** Management and responsibility for School Office, Payroll, Finance Administration, Site Manager and Caretaking team, IT Manager and IT team, HR Administration and Support, School Librarian

## Overall Responsibilities

- Working as part of the Leadership Team to assist the Headteacher in ensuring that the School meets its educational aims
- Providing professional leadership and management of School support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the School
- Promoting the highest standards of business ethos within the administrative function of the School and strategically ensuring the most effective use of resources in support of the School's learning objectives
- Day to day management of Finance, Administration, IT and Data, Human Resources/Personnel, Site, Facilities and Services and Health & Safety.
- Ensuring the school is fully prepared to meet EFA and Ofsted criteria linked to specific responsibilities e.g. Finance, Health and Safety.

## Specific Responsibilities:

### 1. Leadership & Strategy

- Attend Leadership Team and appropriate Full Governors' and sub-committee meetings
- Participation in strategic decision making within the School's Leadership Team
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the School Improvement Plan
- Lead and manage all School support staff

### 2. Financial Resources

- Evaluate information and consult with appropriate stakeholders to prepare a realistic and balanced budget
- Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher and Governors of the causes of significant variances and take prompt corrective action
- Provide ongoing budgetary information to relevant people
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets
- Identify additional finance required to fund the School's proposed activities
- Maximise income through lettings and other activities
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of contracts and other agreements
- Work with the Development Officer to increase revenue and income

### 3. Administration

- Manage the whole School administrative function and lead all support staff
- Design and maintain administrative systems that deliver outcomes based on the School's aims and goals
- Manage systems and develop efficient and effective processes
- Define responsibilities, information and support for staff and other stakeholders
- Develop processes that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, LEA, EFA and other agencies and stakeholders within statutory guidelines

#### **4. Information Systems**

- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the School has a strategy for using technology aligned to the overall vision and plans for the School ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the School
- Establish systems to monitor and report on the performance of technology within the School
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available technology, including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined

#### **5. Human Resources**

- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage the outsourced payroll services, including the management of pension schemes and associated services, ensuring that changes are processed on a timely basis and checked for accuracy
- Manage recruitment, performance management, appraisal and development for all support staff
- Provide input to the overall School recruitment plan and ensure that staff salaries as a percentage of budget is appropriate
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the School and staff
- Ensure that people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the School's strategic objectives and obtain information for workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

#### **6. Facilities & Property**

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Oversee all outsourced services (catering) and ensure effective value for money is provided
- Ensure the safe maintenance and security operation of all School premises
- Manage the maintenance of the School site including the purchase and repair of all fixtures and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced School services
- Ensure a safe environment for the stakeholders of the School to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc. are monitored and managed effectively

- Manage the letting of School premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the Leadership Team on appropriate insurances for the School

## 7. Health & Safety

- Act as the School's Health & Safety Co-ordinator and Fire Officer
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the School's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure that appropriate processes are in place and staff trained to manage risks on educational visits
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team and Governors
- Ensure the maximum level of security consistent with the ethos of the School
- Ensure statutory obligations are being met for students with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

**The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The Contract of Employment)**

The post holder is required to participate in the school performance management procedures.

The post holder is required to support and encourage the school's mission and FCJ ethos and carry out all duties in the context of and in compliance with the school's policies and procedures as agreed by the Governing Body as well as in line with the current Health and Safety legislation.

All adults employed by Gumley House Convent School FCJ are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with and upholding the school's policies in respect of child protection and safeguarding.

It is understood that areas of responsibility of the job description are not necessarily a comprehensive definition of the post or an exhaustive list of all duties performed. The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

The job description is a working reference document. The management duties and responsibilities will be reviewed at least once a year, together with the job description and may be subject to modification after consultation with the post holder and without changing the level of responsibility.

The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

## Organisation

Line Manager: Headteacher

Post holder's name: \_\_\_\_\_

Post holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Person Specification



Key for 'Stage Identified': **A:** Application **I:** Interview **R:** References

ESSENTIAL	DESIRABLE	STAGE IDENTIFIED
<b>Attainments Education And Qualifications</b>		
Relevant professional qualification	<p>Qualification in school business management e.g. CSBM, DSBM or equivalent and/or relevant accountancy qualification or Business qualification</p> <p>Experience of working in a leadership team and influencing at a strategic level</p> <p>Experience of work as a bursar or SBM in a school or similar organisation</p>	A + CERTIFICATES + R
Proven and successful experience of relevant financial management in an organisation		A

<b>Leadership and Management</b>		
Evidence of analytical skills and the ability to summarise findings	Successful experience of securing partnership working with an organization outside normal partners	A/I/R
Independently able to propose solutions to problems within an overall strategic plan		
Experience of initiating, planning and delivering successful change		
Experience of leading staff teams, including their professional development and performance management		
Evidence of the ability to devolve responsibilities, delegate tasks and monitor outcomes		
Good organisation and proven administrative abilities		

<b>KNOWLEDGE AND EXPERIENCE</b>		
Managing budgets, financial reporting	Knowledge and understanding of property management	A/I/R
Experience of leadership of a team of staff ideally including those not directly supervised during the day		A/I/R
Knowledge and understanding of current and relevant legislation (e.g. employment, health and safety, equal opportunities)	An understanding of the importance of Health and Safety at work.	I
Fluency in the use of IT		A/I/R
Knowledge and understanding of Child Protection and Safeguarding legislation		A/I

SKILLS		
The ability to communicate effectively both verbally and in writing	Experience of SIMS or similar management and financial reporting software	A/I
Well-developed interpersonal skills	Experience of working in an Academy	A/I
Excellent organisation, planning and analytical skills	Experience in marketing and revenue generation	A/I/R
The ability to negotiate, consult and make effective decisions		A/I
The ability to work with other team members and contribute to team development		A/I
The ability to work co-operatively and flexibly within a team		A/I
The ability to devolve responsibilities, delegate tasks and monitor outcomes		A/R

PERSONAL QUALITIES		
Resilience, energy, enthusiasm, creativity and a sense of humour		I/R
Proven ability to work independently and use initiative		A/I/R
An understanding of the importance of confidentiality		A/I
The ability to work under pressure, meet deadlines, keep calm		I/R
Possess integrity, honesty, perceptiveness and a commitment to fairness		I/R
Fully supports the aims, values and ethos of Gumley House School		A/I