



September 2018

Dear Applicant

**Business Manager**

**Starting salary: £52,000 - £62,000** (depending on experience)

**Working Hours: Full time** (36 hours p/wk, 52 weeks per year)

**Starting date:** As soon as possible

Thank you for your interest in the above post.

We are seeking to appoint a Business Manager for Twickenham School. The person we appoint will be a key member of the school leadership team and will contribute to strategic development as well as taking the lead in finance, premises management, administration and personnel. We welcome applications from those with a strong finance and or human resources backgrounds.

This is a fantastic opportunity to join our school as we continue to strengthen the school and improve outcomes for our students.

This pack includes the job description and person specification. We will use the person specification as the basis for the selection criteria.

If you would like to visit the school for a tour and informal discussion please contact Siobhan Webb on 0208 894 4503 or [jobs@twickenhamschool.org.uk](mailto:jobs@twickenhamschool.org.uk)

I hope you will decide to apply. Please download further details and an application form from the jobs page of our website [www.twickenhamschool.org.uk](http://www.twickenhamschool.org.uk). Please submit your application form addressed to the Headteacher Assal Ruse at: [jobs@twickenhamschool.org.uk](mailto:jobs@twickenhamschool.org.uk)

Closing date for receiving applications is **Monday 24 September 12 noon.**

Interview: **Week beginning 1 October**

Twickenham School is committed to safeguarding and promoting the welfare of students; We expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

May I wish you every success and thank you for the time and effort the application takes.

Yours sincerely

Assal Ruse  
Headteacher



**Please read these notes before completing the application form**

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email. **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

[jobs@twickenhamschool.org.uk](mailto:jobs@twickenhamschool.org.uk)

- You will be asked to sign a hard copy if you are appointed.
- Twickenham School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

## **Job Profile**

### **Overall job purpose**

To work closely with the School leadership team to provide the below for Twickenham School .

- To contribute to strategic planning and decision making
- To provide strategic leadership and management of support functions
- To ensure that the schools resources are used effectively to support the school's aims, objectives and improvement plans.
- To maximise resources through income generation and ensure expenditure decisions deliver best value.
- Effective provision of human resources

### **HR/Personnel**

- undertaking the administration of staff recruitment from advertisement to contract
- ensuring personnel records are maintained on SIMs and manually
- ensuring that contracts and job profiles are up-to-date and accurate
- communicating all relevant information to support staff
- line-managing premises, IT, HR and finance staff, including regular review meetings
- identifying training needs and promoting staff development
- managing the annual performance review process for support staff
- awareness of and implementing employment legislation
- monitoring service level agreements that relate to personnel matters, e.g. payroll and personnel
- oversee support staff development and training requirements.

### **Premises Management**

- Work with governors to produce a strategic development plan for the site and buildings
- Managing site-related budgets e.g. capital projects, maintenance, utilities and lettings
- Ensuring that the asset management plan is up to date
- Ensuring efficient and cost effective services e.g. insurance, catering, caretaking, cleaning, grounds maintenance and reprographics
- Responsible for the management of contractors while on site
- Attending, and advising the governors Finance and Resources sub-committee
- Co-ordinating all requests for repairs and minor works, prioritising and overseeing all stages of site improvements and repairs
- Ensuring that all statutory health and safety checks are carried out
- Arranging and participating in regular risk assessments.
- Maintaining the asbestos records
- Ensuring the co-ordination of inventories and security tagging
- Ensuring that regular checks are carried out (e.g. PAT testing, fire equipment and alarms)
- Ensuring the appropriate level of security is maintained for the school site and buildings and the prevention of theft or damage to the school property.

- Ensure compliance with all relevant health and safety legislation

#### **Income generation**

- Initiating and managing projects to maximise the income earning potential of the site
- Drafting, updating and implementing the school's lettings policy
- Lead on new sources of funding to the school to maximise resources available

#### **Finance and Accountancy**

- Drafting and monitoring and reporting on the annual budget and accounts in support of the school improvement plan in liaison with the Headteacher, governors and auditors
- Lead on the financial strategy for the school
- Attending and advising the governors Finance and Resources sub-committee
- Monitoring expenditure in relation to best value
- Advising on and modelling the financial effect of changes on the school's policy and advising on the financial implications of any change or initiative
- Providing timely and accurate reports and advice to budget holders
- Train staff responsible for holding budgets in the appropriate procedures
- Providing reports, trial balances and VAT returns as necessary

#### **Line Management, Leadership and Governance**

- Supervision and line-management of the premises staff, HR and Personnel Officers, Finance Manager, reprographics staff and administration
- To be a presence around the school, supporting the behaviour policy and undertaking leadership duties
- Oversee the schools policies and ensure these meet legal requirements and are up to date
- Offer the governing body guidance on procedural issues.
- Be the first point of contact for legal issues

#### **Administration**

- Ensure effective communications through the school website
- Advising the leadership team of the implications for support staff of initiatives or policy changes
- Oversee support staff development and training requirements
- Responsible for ensuring compliance with legislation on data protection and freedom of information
- Administer and be responsible for admissions criteria for the school.

## Person Specification

### Qualifications and Experience

- Essential
- Educated to degree level
  - Experience of working at a leadership level in a finance, premises or personnel role
  - Experience of managing a range of teams and of performance management
  - Experience in the use of IT based management information systems
  - Experience of planning and managing change
- Desirable
- Qualification in school business management e.g. CSBM, DSBM
  - Financial qualification e.g. AAT, ACA, CIPFA
  - Experience of working in an educational environment
  - Experience of managing building improvements
  - Trained in “Safer Recruitment”

### Skills & Abilities

- Essential:
- Excellent organisational and administrative skills whether collaborating in a team or independently
  - Excellent interpersonal skills
  - Able to demonstrate a high level of communication skills whether orally or in writing
  - Financially aware and a high level of numeracy skills
  - Able to think creatively to resolve problems and conflicts
  - Ability to be flexible and supportive of others
  - An awareness of the need for confidentiality
  - Very good IT skills

### Knowledge and Understanding

- Essential
- Knowledge and understanding of property management
  - Knowledge and understanding of relevant legislation (e.g. employment law, health and safety, safeguarding GDPR etc)
  - A commitment to professional development of self and others

### Personal Qualities

- Essential
- Able to manage own workload, to delegate and to motivate and inspire others
  - Able to work calmly, to cope well under pressure and meet deadlines
  - recognition of the importance of personal responsibility for health and safety
  - commitment to continuing professional development of yourself and others
  - a demonstrable commitment to the safeguarding of students and child protection
  - a demonstrable commitment to equal opportunities
  - a commitment to the school's ethos, aims and its whole community

*To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.*