



# MEONCROSS SCHOOL

APPOINTMENT OF  
**SCHOOL BUSINESS MANAGER**  
COMMENCING JANUARY 2018  
OR SOONER



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## AN INTRODUCTION TO MEONCROSS

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Meoncross School is a co-educational independent school, offering an outstanding academic journey from Nursery to Sixth Form, located on the south coast of Hampshire. Our aim is for every pupil to realise their full potential and where every child is an individual.

The school motto 'Luctor et emergo' underpins all we do here at Meoncross; the Latin phrase which appeared on the original school badge in 1953 and is best translated as "I strive and I emerge".

We seek to embed this ethos into the daily life of the school by teaching our pupils that only through hard work will they achieve success. We do this through the challenges set in every lesson, to those experienced on stage and the sports field and in the opportunities for leadership that they have at every age. We want to build their resilience and their willingness to test themselves since those qualities are at the heart of our core values and are essential to a rewarding and happy adult life.

We strive to understand the challenges faced by each child by getting to know them very well indeed. Our staff keep a close eye on the progress of each individual, discussing them by name at regular formal and informal meetings. Only in this way can we tailor the support we offer them because every child has their own challenges to overcome. We strive to help them as individuals rather than as a cohort. To this end, we introduce academic mentors as they enter the Upper School. Most importantly, we look to celebrate their successes in school or outside it; supporting them to achieve their ambitions.

The quality of our teaching has been independently judged as 'outstanding' and is underpinned by meticulous planning to ensure that our high standards of academic attainment are maintained. When you combine this with our approach to building a lifelong set of values and a determined work ethic, it is small wonder that we are proud of our leavers.



Mrs Sarah Ebery, BSc(Hons), Med  
Headmistress





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## SAFEGUARDING

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All young people deserve the right to live and learn in a safe and happy environment.

All Meoncross School, staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policies and Procedures.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.





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## SCHOOL BUSINESS MANAGER – JOB SUMMARY

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Operating as a key member of the Senior Leadership Team this role is primarily responsible for supporting the Head to deliver and improve the financial and commercial aspects of the school's business agenda. This role is also responsible for the management of non-teaching staff; ensuring compliant and up-to-date contracts are in place with parents and other third parties; administration of all staff; and the development, maintenance and successful delivery of facilities incorporating overall Health & Safety management.

This role reports directly to the Head with a dotted line into the Cognita UK Finance Director. The role is directly responsible for managing the Bursar as well as third party serviced providers including Cleaning and Transport to School. There is direct management of the Site team (caretakers, drivers, maintenance colleagues, etc) and administration support staff.

This role may also be required to provide an average of one day per month support to UK centrally led initiatives sponsored and prioritised by UK Executive team within the standard working hours.

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us. Since Cognita's launch in 2004, we've built an international network of 66 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

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## JOB DESCRIPTION

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### **Key Responsibilities**

Provide commercial input to all aspects of the school both current and future. Agree the strategy with the Head and incorporate these into the tactical working plan, providing support and advice as part of the Senior Leadership Team.

### **Job Purpose**

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in their duty to ensure that the school meets its educational aims.
- The School Business Manager is responsible for providing professional leadership and management of key support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of achievement and behaviour in the school.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management / Administration Management / Management Information and IT / Human Resource Management / Facility & Property Management / Health & Safety Management of the school.

### **Leadership & Strategy**

- Contribute to the development of the school's values and vision and communicate this clearly and enthusiastically to all staff and other stakeholders.
- Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
- Motivate, encourage and empower individuals to work innovatively and creatively to achieve and exceed targets.
- Ensure that all staff are briefed on allocated work, showing how it fits within the school's vision and objectives.
- Monitor the progress and quality of direct and indirect reports and provide prompt and constructive feedback. Set C-SMART objectives and undertake performance management for all direct reports.
- Plan and manage change in accordance with the school development/strategic plan



## **Business Development**

- Business Development including strategic planning, new business generation, growth activities and management of organisational development.
- Business performance management including enrolment development and continual improvement in the efficiency and effectiveness of school processes and system.

## **Financial, Commercial and Administrative Management**

- Responsible for the line management of the Bursar and financial administration team.
- Ensure all revenue is invoiced and all receivables recovered for both domestic and international pupils in line with UK guidelines.
- Effective reporting, forecasting and budgeting. Produce and agree schools profit and loss reporting and budgeting including pupil numbers, fees, staffing and costs. Identify and manage variances.
- Close liaison with marketing and admissions colleagues to agree appropriate reporting of pupil numbers for the school and identify opportunities for the admissions team to progress with.
- Manage month end timetable to ensure delivery of group reporting requirement.
- Ensure parent contracts are in place for all parents and any / all discounts are managed in accordance with policy and optimising the schools commercial outcomes.
- Responsible for ensuring all financial delivery including: Banking, Purchasing, Expenses and School trip accounts.
- Procurement and supplier management. Manage school purchasing within agreed delegated authorities and that delivery from suppliers is to agreed contractual levels.
- Commercial management of school operations including lettings, effective cost control and income generation.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Responsible for the line management of the Admin Team.
- Act as Data Protection Officer for the school.

## **Human Resource Management**

- Management of all staff administration including recruitment, reference checking, contracts and payroll.
- Managing the probation and absence management process with the HR Business Partner.
- Human resources reporting & Data collection for payroll purposes.
- Define responsibilities, information and support for staff and other stakeholders

## **Facilities and Estate Management**

- Overall responsibility for Facilities, Estate and Services including Property and Asset Management, Facilities, Maintenance, IT and Services Management (catering, cleaning and transport).
- 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 stakeholders
- Ensure systems are in place to enable the identification of hazards and risk assessments
- 7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
- Control of Capex including investment appraisal and project management and management of any capital investment and repair works within the school in conjunction with the group facilities management.
- Responsible for the line management of the Site, Catering, and Transport Teams
- Negotiate, manage and monitor contracts, tenders and agreements, ensuring best value at all times.
- Ensure an effective rolling maintenance programme is in place.
- Oversee core services provision in the areas of catering, cleaning, security and transport.
- With the agreement of the Head, manage the letting of the school premises to outside organisations and school staff and the development of extended school activities with particular reference to the local community.
- Delivery of all governance related requirements including health and safety responsibilities and buildings management, risk assessments (with the support of Cognita group facilities).
- Manage the coordination of out of hours school services including overseeing the effectiveness of the provision and monitoring on-going requirements.
- 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
- 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 furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance



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## PERSON SPECIFICATION

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### Skills Required

Leadership calibre with strong influencing and negotiating skills that allows for a highly effective working relationship with the Headteacher and the Senior Leadership Team which results in both support and challenge	Essential
Significant gravitas and the ability to gain the respect of colleagues.	Essential
Strong team management skills and experience including the ability to work cross functionally and in particular with the Site Support Teams, Marketing & Admissions and the school teaching staff.	Essential
General management experience including strong financial and accounting skills, with experience of budget preparation and management. The preparation of basic accounts would be beneficial.	Essential

### Knowledge Base

IT literate with experience of using financial systems and MS Office products (word, excel, etc) and preferably a school's admission and pupil management solution.	Essential
Experience of property management, human resources, cleaning, catering & transport.	Desirable

### Qualification/Attainment

CSBM, DSBM, or Similar	Desirable
Health & Safety Qualification with previous experience of working within requirements of H&S Policies and procedures.	Desirable
Project Management Qualification(s)	Desirable
Accountancy Qualification(s)	Desirable



## Experience

Experience of working in a leadership role or working collaboratively with an SLT in a school	Essential
Experience of working at a strategic / leadership level	Desirable
Event management and marketing/customer service experience.	Essential
Experience of coordinating multiple tasks, projects and events.	Essential
Project management experience with proven ability to achieve project goals.	Desirable
Strong communication skills with the experience of supporting a large, diverse and busy team.	Essential

## Attitude/approach

An effective communicator with excellent interpersonal skills who can motivate staff and engage with the school community and the wider public to create a credible reputation for the school.	Essential
A charismatic personality able to engage and enthuse	Essential
Good time management skill, ability to multi-task and working to tight deadlines.	Essential
Proactive and forward thinking – always identifying what can be done to improve the function and activities	Essential
Reacts positively and promptly to changing situations and is able to flex their ideas and style effectively	Essential

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## SALARY AND PENSION

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Competitive Salary will be dependent upon experience.

Staff receive a midday meal free of charge during term time.

The school is committed to staff development: there is an annual performance management scheme and regular opportunities for in-service training. We run an Induction Programme for all new staff.

A reduction in school fees from Nursery onwards is available to full-time staff; for part-time staff, the fee reduction is calculated pro rata.

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## HOW TO APPLY

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A letter of application together with a completed application form for the attention of Miss Sue Watson, to [recruitment@meoncross.co.uk](mailto:recruitment@meoncross.co.uk)

Applicants selected for interview will be informed within a week of the closing date for application. Applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful. Candidates short-listed for interview will be required to bring proof of qualifications and their right to work in the UK to interview.

**Closing Date: 31 October 2017**

**Interviews: Early November 2017**

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