

The Marlborough C of E School

Recruitment information and details of application process for
SCHOOL BUSINESS MANAGER

Welcome

to the Marlborough C of E School, Woodstock

Dear Candidate

Thank you for expressing an interest in becoming the School Business Manager at The Marlborough School. We are looking for someone who feels, as I did when I visited and came for interview, that this is the place for them, that they understand the school and its potential, and has the drive, determination and passion to make a real difference to the lives of the young people in our care.

Here at Marlborough, we are proud of the uniqueness of our school. The strong sense of community is palpable, and the Ormerod Resource Base "has a profoundly positive impact on the way in which students gain a sense of what it means to be inclusive" (Ofsted). It is also a visible sign of how we 'live our values' on a daily basis, showing respect, care, compassion and equality through our actions.

Our Electives Programme also shows how we genuinely value the fully-rounded nature of the education our young people receive here at Marlborough. We are a school that demands high academic standards and challenges our young people to do their best, but we balance this with ensuring we are producing considerate, well-rounded, compassionate and articulate human beings.

Our latest SIAMs report (January 2017) and our Ofsted report (February 2018) judged the school to be "outstanding at meeting the needs of all learners" and "good" in all major categories. The reports also state that "the pupils are excellent ambassadors for the school, demonstrating its values consistently through their courtesy and eagerness to learn". It talks of a "team" of staff working "relentlessly" to ensure the best outcomes and progress for our pupils, especially the most vulnerable: "strategies for Pupil Premium pupils, known as Marlborough Scholarship Students, are helping these pupils to flourish. The vision and ethos has helped to create resilient and self-aware pupils with strong aspirations both for themselves and for their peers".

The school is consistently over-subscribed, with more parents and students than ever before wishing to join in Year 7. We are a happy place to work and learn. Ofsted noted that "relationships are very positive and staff morale is high. All of the staff who replied to the survey said they were proud to work in the school." It is an exciting and stimulating place to be.

I would urge you to visit our school, to meet our staff and young people and see our facilities. You will be most welcome.

If you have any questions or queries, please do not hesitate to get in touch. I look forward to reading your application.



Mr A Hanlon
Principal



Our Vision

At The Marlborough Church of England School, Woodstock, we are committed to the enrichment of the whole person and believe that every individual has the right to the best possible education. In line with the aims of the Oxford Diocesan Board, we:

- Recognise the uniqueness of every individual;
- Provide a safe, happy and healthy environment;
- Seek to develop our social, moral, spiritual and cultural understanding of the world;
- Enable all our students to achieve the best possible outcomes.

We are a genuine learning community that is committed to achieving excellence in all we do. We believe in the capacity and potential of every child. We strive to find the balance between being ambitious, rigorous, uncompromising and academically outstanding, with making sure our young people are nurtured, cherished and cared for. Our school cannot simply be measured by outcomes alone, but by the people it helps to shape.

Our Values

Underpinning our vision is a set of values that we share and live out within our daily lives as a school. These have been agreed in our community and are:

1. Respect – We believe in mutual respect between all members of our community.

We value strong, positive relationships between students and teachers and students and students. We do not tolerate bullying of any kind. We treat others as we would want to be treated ourselves.

2. Equality – We are a truly unique community which includes everyone in the Ormerod Resource Base. Everyone is valued as an individual in their own right. We show empathy, compassion and kindness towards others. We value friendship. We encourage everyone to find themselves and to be themselves. Everyone here is treated equally and fairly.

3. Ambition – We aim to be the best we can be. We strive for academic excellence. We aim to find everyone's talent; to nurture it and develop it. We want the best possible futures and opportunities for all our young people.

4. Honesty – We believe in always telling the truth and taking responsibility for our actions. Integrity is at the heart of our relationships. We trust each other and behave in a way that allows others to trust us.

5. Perseverance – We value working hard and never giving up, especially when we find things challenging. We learn from our failures and have the courage to try new things and to take risks. We ask questions and show full commitment to everything we do.

6. Community – We are proud to be part of our school. We enjoy our Electives Programme and take an active part in the wider community. We work closely with our Primary Schools and local churches. We are committed to raising money for our chosen charities. We recognise our role as part of a national and international community.

General Information

The Marlborough C of E School invites applications for the post of School Business Manager

Commencing 1st September 2018 or as early as possible.

The information contained in this document is to assist you in assimilating a profile of the school and complements the information you will find on our website www.marlborough.oxon.sch.uk and in our school prospectus.



The Marlborough C of E School is a rural 11-18 comprehensive and co-educational school which converted to an academy on 1st October 2012 and joined River Learning Trust in April 2018. There are currently 1050 pupils on roll, including 192 pupils in the Sixth Form and 25 pupils in our SENSS Resource base. We are delighted to work in partnership with the Ormerod Special Educational Needs Resource Base which enables pupils with a broad range of physical and learning disabilities to benefit from learning alongside their peers in a secondary school. As a Church of England school, Christian values underpin our ethos.

The school is popular and is over-subscribed. Our admission number is 180 and Years 7-11 are organised into six mixed ability tutor groups. Approximately 75% of our pupils travel to school by bus or car from our nine Partnership primary school locations and beyond. Our Partnership (catchment area) primary schools are located in: Bladon; Bletchingdon; Combe; Kirtlington; Stonesfield; Tackley; Woodstock; Wootton and Yarnton and, in a typical year, Year 6 pupils transfer from as many as 25 to 30 primary schools.

We feel privileged to be located in Woodstock and enjoy excellent links and relationships with our local community, businesses and churches. The area from which pupils are drawn has a broad socio-economic mix, with a majority living in rural locations. House prices are high and there is evidence of increasing financial pressure on families. Although our number of Pupil Premium Students (known in our school as Marlborough School Scholarship Students) is below national average (12%), it is a key focus for us as a school. The pupils are predominantly from a white British background with 11% from other ethnic backgrounds.

The school joined the River Learning Trust on 1st April 2018. The River Learning Trust (RLT) is a Multi-Academy Trust responsible for a number of schools and a school centred initial teacher training (SCITT) provider within Oxfordshire. The schools and SCITT are united by their commitment to the principles of the Trust and a common belief in the benefits of everything that is gained by working together. For more information on the River Learning Trust and its partnership schools, please visit http://www.riverlearningtrust.org

The Area

Woodstock is a market town located in the heart of the Cotswolds within easy reach of the centre of Oxford and with easy access to London via the M40 and the Midlands via M42/A44. There is a good rail link from Oxford (the new station at Oxford Parkway is only a 5 minute drive from school), Long Hanborough and Charlbury stations. The surrounding villages are located in beautiful, open countryside within thriving communities. There are plenty of sporting facilities in the area and varied amenities for families.









We are particularly proud of our association with the Ormerod Resource Base which reflects our very strong inclusive ethos. The 25 pupils associated with the Base are on The Marlborough C of E School roll. Staff for the Base are employed by SENSS at Oxfordshire County Council. The team of specialist Teaching Assistants and one teacher is led by the Resource Base Manager.

Another unique feature of the school is our Electives Programme which runs on Wednesday afternoons. Normal timetable is suspended to facilitate a diverse programme of activities and opportunities, both on and off-site, for pupils in Years 7–11.

We are also proud of our work in the community and our support of charities. Fundraising involves everyone at some point over the year; either through involvement in Charities Week, (this year we raised over £9,000), on the annual School's Fun Run around Blenheim Park or the myriad Marlborough School Association (MSA/PTA) activities.

Another important part of our culture is the weekly Whole School Assembly that takes place on Wednesday mornings. This is a chance to share important messages, celebrate success, enjoy music and performance and also provides opportunities to reflect and come together as a whole community.

The school is committed to maintaining its strong community links, an aspect of which is reflected in its support of the Community Learning Programme for adults. This is a unique feature in the County, in that it is managed by the school, is self-financing and offers a wide range of after hours activities for adults. There is some day time provision, which is accommodated in a specially designated area of the school.








A BOY CALLED HOPE
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CHRISTMAS DECORATIONS
DEAD MEN STAND TOGETHER
ELEANOR UPDALE

Marlborough School Development Plan Priorities 2015-2018

Priority Area 1: Effectiveness of Leadership and Management

1a: Develop coherent principles and consistent systems of leadership across all levels of the school.

1b: Improve the quality and consistency of communication with all stakeholders in and beyond school.

1c: Promote a genuine culture of learning and ambition for all of our staff and students.

Priority Area 2: Quality of Teaching, Learning and Assessment

2a: Ensure consistent, high quality teaching and learning in every lesson for every child.

2b: Develop clear and consistent policy and practice on all aspects marking, assessment and feedback across all subject areas in school.

2c: Ensure a clear and consistent approach to homework across the school.

Priority Area 3: Personal Development, Behaviour and Welfare

3a: Establish clearly what good and outstanding behaviour is and ensure that approaches and standards are consistent across the school.

3b: Create a culture of vigilance where children's safety is paramount and their welfare protected.

Priority Area 4: Outcomes and Destinations for all pupils

4a: Enable that all students, from all backgrounds and of all abilities, are able to make excellent progress and achieve the best possible outcomes that allow them to access the most relevant education, training or employment.

4b: Review all existing expenditure and create clear, coherent and sustainable financial systems across the whole school.

Job Description

JOB PURPOSE :

As a full member of the School's Strategic Leadership Team, to provide overall leadership in all business related aspects of The Marlborough C of E School with key responsibilities for finance, resources, site and premises management, health and safety, operations and compliance:

- lead the financial strategic management of the school, identify opportunities to improve the financial strength of the school and ensure effective procedures and systems are in place;
- provide strategic advice and support to the school in terms of all budget and financial matters;
- ensure the school's financial procedures operate in accordance with statutory guidelines, Education and Skills Funding Agency (ESFA), financial regulations and guidelines set out in the River Learning Trust's (the Trust) policy and procedures;
- lead the strategic planning of capital projects and manage the short, medium and long term physical assets belonging to the school;
- be responsible for the school site and its buildings, their maintenance, development and efficient use;
- lead the Finance and Site teams to support the day to day activities of the school and secure delivery of the school's aims;
- lead on health and safety matters for the School;
- line management responsibility for Community Education.

The postholder will report directly to the Principal, work closely with the Trust's Financial and Operations Directors, report to the Governing Body's Resources Committee and be a member of the Trust's Business Management network.

AREAS OF RESPONSIBILITY

FINANCE

To be accountable to the Principal, Governors and Trust for all aspects of financial management in the school and specifically to:

- maintain the school's accounts in accordance with financial regulations, statutory guidelines and procedures of the Trust;
- plan, monitor and oversee the school budget and strategic financial planning in consultation with the Principal;
- oversee statutory reporting obligations are being met for Pupil Premium funding;
- produce termly reports for the Principal, Governors and the Trust;
- work with the Principal and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources to ensure value for money;
- monitor financial issues relating to all internal businesses eg catering, reprographics, cleaning, premises hire and Community Learning;
- manage the payroll administration services for all school staff including staff pensions and associated services;

Job Description continued

- seek opportunities for generating revenue for the school;
- manage and monitor the investment of school reserves to ensure efficient use;
- provide statistical information and statutory returns as required by the EFSA, the Trust, other funding providers and the Principal;
- construct, operate and review annually the school's agreed policies and procedures charging;
- manage the school's asset register, risk register and business continuity plan;
- ensure robust disaster recovery processes are in place;
- in conjunction with the Trust's Financial Director liaise with the auditors and respond to audit reports, implementing actions;
- be a signatory for transactions, a credit card holder and a financial systems processor;
- attend meetings of the Governors' Resources Committee and offer advice and support to the Principal and Governors on financial issues;
- line manage and performance manage the associate staff responsible for financial systems and processes.

SITE MANAGEMENT and RESOURCES

To work with the Principal, Governors and Trust's Operations Director to develop a long term strategic building and maintenance plan to assist in the delivery of its core purpose, quality education across the age range 11-18 and specifically to:

- produce and monitor the implementation of the school Asset Management Plan and Capital Development Plan and with the Site Manager ensure continuous premises repair, maintenance and improvement;
- maintain awareness and understanding of the latest legal and operational requirements of all matters relating to buildings;
- project manage all initiatives relating to facilities;
- oversee the Site Manager in his management of all capital/building projects;
- lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money;
- manage the maintenance of the school site including the purchase and repair of all furnishing and fittings;
- be accountable for the oversight of the security and safety of the buildings and site;
- monitor, assess and review contractual obligations for outsourced school services including the management of grounds contractors;
- be accountable for the upkeep of school minibuses and for negotiations around, and oversight of, transport contracts and the school's bus services;
- be responsible for all matters related to insurance of the school and handle any claims that arise;
- to report to the Governors' Resources Committee on premises issues and development;
- have budgetary responsibility for all budgets including energy, building maintenance, contracts;

Job Description continued

- oversee statutory access and safety obligations are being met for pupils with special educational needs;
- maintain awareness of changes to current and announcements of new educational policy as they relate to or impact upon the use of the school's fabric and structure;
- line manage and performance manage the Site Management team including grounds maintenance and cleaning;
- monitor the workload and quality assure the work of the individual teams and prioritise the work within these teams;
- participate in the recruitment of staff, as appropriate.

HEALTH AND SAFETY

- act as the school's Health and Safety Co-ordinator in conjunction with the Trust's lead for Health and Safety;
- supervise the planning, instigating and maintaining of records of fire practices and alarm test with the Site Manager;
- lead on evacuation and lock down procedures and in the case of any emergency situations;
- ensure the Health and Safety policy is clearly communicated and available for all staff;
- ensure systems are in place to enable identification of hazards and risk assessments;
- ensure accurate records are kept, in particular, asbestos; water testing/legionnaires; PAT testing; fire equipment and alarms;
- co-ordinate health and safety training and maintain health and safety training records;
- ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the School Leadership Team, Governors and Trust's Health and Safety Lead;
- use the Trust Safesmart software to ensure staff training and inspections are monitored;
- co-ordinate the health and safety audit visits by the external advisor and monitoring visits by the Governor with responsibility for health and safety;
- review the results of audits, safety reports and risk assessments to ensure that they have been properly completed and actioned;
- assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided;
- oversee first aid and medical provision;
- ensure appropriate risk assessments are made and followed for all school operations.

Job Description continued

OPERATIONS AND COMPLIANCE

- be the Data Protection Lead for the school and work with the Trust's Data Protection Officer to ensure compliance with GDPR and Freedom of Information;
- manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times;
- be the first point of contact for legal issues;
- lead on the drafting, construction and publication of the annual whole school calendar;
- oversee the setting up of events, including exams, assemblies and whole school photographs, with the Site Management team;
- oversee the planning and logistics of school events and trips in conjunction with the EVC and Assistant EVC;
- in liaison with the School's Strategic Leadership Team, co-ordinate school closure processes ie school closure due to inclement weather with direct responsibility for communication with the grounds maintenance teams (both external and internal) and bus companies;
- liaising with bus companies and parents and other stakeholders over all issues related to school transport;
- support the IT Network manager in developing effective use of IT systems, maintenance and development of the telephone system and monitor the maintenance of the school's website ensuring it is compliant with statutory regulations;
- have line management responsibility for Community Education ensuring the programme of activities operates within the bounds of safer recruitment, safeguarding and health and safety regulations and remains viable;
- oversee the lettings of school premises; drafting, updating and implementing the school's lettings policy
- to be a presence around the school, supporting the behaviour policy and undertaking leadership duties;
- review and update the relevant policies.

OTHER DUTIES :

- To be familiar with and adhere to all School Policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety.
- To support the vision and values of the school and promote good relationships with students, colleagues and parents.
- Participate in training and development and to attend team and staff meetings.
- To set a good example in terms of punctuality and attendance.
- To undertake any other duties reasonably required by the Principal.

Person Specification

Qualifications	Essential	Desirable	Evidence
A recognised professional finance or accounting qualification (eg CCAB – Accountancy, CIPFA, AAT, ACCA or CIMA)		√	AP&CT
Evidence of further professional development eg Certificate or Diploma in School Business Management		√	AP&CT
Good educational background	√		AP&CT
Evidence of CPD/qualification in occupational health and safety		√	AP&CT
Enhanced DBS, Clearance for Prohibition Check + Right to Work in the UK	√		DBS
Recent and Relevant CPD		√	AP&CT
Experience/Knowledge			
Successful leadership and management experience in a school or a relevant field outside education	√		AP,IN& RF
Knowledge and experience of financial and budget management procedures	√		AP,IN& RF
Involvement in school self-evaluation and improvement planning		√	AP&IN
Experience of team management and working effectively with a diverse range of people	√		AP,IN & RF
Working knowledge and understanding of facilities management	√		AP&IN
Experience of working with a range of contractors, project management and contract negotiation.	√		AP,IN & RF
Experience of designing and managing a rolling programme of maintenance		√	AP,IN & RF
Experience of change management	√		AP & IN
Experience of working in an educational environment		√	AP, IN & RF
Knowledge and understanding of health and safety requirements	√		AP&IN
Knowledge of school processes and procedures		√	AP&IN
Knowledge of relevant legislation (eg. Equal Opportunities, Health and Safety, Fire Safety, Premises Management, Data Protection)	√		AP & IN
Skills			
Excellent communication and organisational skills	√		AP, IN & RF
Ability to work hard under pressure while maintaining a positive, professional attitude	√		AP, IN & RF
Ability to organise and prioritise workload and work on own initiative	√		AP&IN
Good interpersonal skills and the ability to work collaboratively.	√		AP, IN & RF
Build, support and work as part of a high performing team and direct, prioritise, plan and co-ordinate the work of others.	√		AP,IN & RF
Good administrative skills, with the ability to maintain accurate and up to date records and write reports.	√		AP&IN
A sense of humour and perspective	√		AP&IN
Strong attention to detail and rigour	√		AP&IN & RF
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	√		AP&IN & RF

Person Specification
continued

Qualifications	Essential	Desirable	Evidence
Ability to promote the school's reputation and carry out the school's business appropriately and professionally at all times.	√		AP&IN
Collects and uses a rich set of data to understand the strengths and weaknesses of the school's buildings, grounds and health and safety requirements.	√		AP&IN
Ability to deliver value for money initiatives	√		AP&IN
Makes professional and managerial and organisational decisions based on informed judgements.	√		AP&IN
Ability to use management information systems, database and spreadsheet applications	√		AP&IN
Commitment to maintaining confidentiality at all times	√		AP&IN&RF
Special Requirements			
Good communication skills, supportive, approachable and a team player	√		AP&IN&RF
A calm and logical approach to work	√		AP&IN&RF
Fosters an open, fair and equitable culture and manages conflict	√		AP&IN&RF
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√		AP&IN&RF
A willingness to undertake relevant and appropriate staff development	√		AP&IN
Flexible approach to work and working times	√		AP&IN
Awareness of health and safety requirements relevant to the job	√		AP&IN
Commitment to safeguarding and equality	√		AP & IN
AP = Application Form, IN = Interview, CT = Certificates, OB = Observation and RF = References			

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.

APPOINTMENT START DATE: 1st September 2018 or as early as possible.

THE APPOINTMENT: The Marlborough C of E School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

SALARY: The Governing Body has adopted the NJC (Green Book) terms and conditions of employment. The re-numeration for the School Business Manager Post is Grade 14 £44,697-£47,575.

APPLICATION PROCESS: Your application should be made on the School's application form or TES online application form and addressed to the Principal. **In addition, please outline the challenges in managing and prioritising the finances and resources of a school that is aspiring to be outstanding in every way.** This should be completed on no more than two sides of A4 paper (font size 11/12) and emailed with your completed application to c.crow@marlborough.oxon.sch.uk Do not attach a CV or additional information about yourself.

VISITING THE SCHOOL: You are welcome, and encouraged, to visit the school in advance of your application. We would love you to come and see our facilities. Please contact Carol Crow, HR and Pupil Services Manager, to arrange a mutually convenient time:

Tel: 01993811431 ex 203 or c.crow@marlborough.oxon.sch.uk

KEY DATES

Closing Date for applications: 25 June 2018 by 4.00pm
Interview Date: Week commencing 2 July 2018



The Marlborough C of E School

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Please refer to our website for further details about our school:
www.marlborough.oxon.sch.uk

RIVER LEARNING TRUST

THE MARLBOROUGH C of E SCHOOL WOODSTOCK