

Ivel Valley School

Where everyone is valued



School Business Manager Job Pack

Message from the Principal



Dear Candidate

Thank you for your interest in the post of School Business Manager at Ivel Valley School.

The School Business Manager post has been created as the nature of our school has changed along with growth in the associated business areas.

We are now seeking to appoint an ambitious and highly capable person to lead the school business management at Ivel Valley School. The successful candidate will also lead our school administrative, finance and site teams.

Ivel Valley is a good school, however, we are striving to be an excellent school. The School Business Manager will be a key part of achieving this vision.

At Ivel Valley we recognise that it takes every member of the team to

support the best outcomes for our pupils.

We are looking to appoint a person who is clear that all functions of the school are geared towards educating the children and young people who attend Ivel Valley.

As School Business Manager you will be expected to plan the use of financial and human resources to achieve the school's objectives.

Our school is currently part of the Local Authority, however, the possibility of becoming an academy has been discussed at governor level and will continue to be revisited.

You will be a member of the Senior Leadership Team and work closely with the Principal and the Head of School. You will liaise with governors and share key information

at meetings of the governing body.

This is a challenging and rewarding appointment, however, support will be there when you need it. As a school we are committed to the continuing professional development of our staff team.

This is an exciting time to join Ivel Valley School. We are looking forward to welcoming a School Business Manager to the team.

Visits to the school and informal meetings with the Principal are warmly welcomed. I look forward to meeting you.

Yours faithfully

Joe Creswick
Principal

Our Advertisement



An exciting opportunity to support the next stage of the development of our highly respected local special school and to deliver improved outcomes and life chances for our pupils

Our school

Ivel Valley School is a maintained area special school catering for children and young adults aged from 3 to 19 years who have a wide range of complex learning needs and disabilities.

The job

You will be a member of the Senior Leadership Team, you will have overall responsibility for the effective delivery of all financial and business operations including line management of non-education staff.

This post will commence from January 2018.

Pay Scale

NJC Points 45 (£40,057) to 51 (£45,694)

Closing Date for Applications:

9.00 am on Thursday 16th November 2017

Shortlisting:

Friday 17th November 2017

Interviews:

Thursday 23rd November 2017

Further details are available to download from www.ivelvalley.beds.sch.uk, www.tes.com or from www.epm.co.uk

We encourage and expect prospective candidates to make an informal visit to the school prior to applying for this position. Please contact Alison Cobb on 01767 601010 or at alison.cobb@ivelvalley.beds.sch.uk to make an appointment.

We look forward to hearing from you.

Ivel Valley School is committed to the protection and safety of its pupils and all posts within school are subject to an Enhanced Disclosure Check from the Disclosure and Barring Service. We are an equal opportunities employer, welcoming applications from all sections of the community.

Job Description

Key Role and Purpose

- To provide professional leadership and management of the support, admin, finance, IT and site teams to ensure the delivery of effective outcomes
- To ensure the professional and efficient delivery of support services across the school
- To strategically manage resources ensuring they support the school's key aims and objectives

Specific Duties and Responsibilities

Leadership and Strategy

- Contribute to strategic decision making as part of the school's senior leadership team
- Plan and manage change in accordance with the school's improvement and development plan
- To lead and manage all support, admin, finance, IT and site teams

Financial Resource Management

- Ensure that the school adheres to all relevant financial legislation and regulation.
- Prepare, manage and monitor the school budget
- Prepare and maintain financial forecasts to ensure future financial stability
- Oversee the school accounting function and Finance Manager, ensuring up to date and accurate accounts are maintained
- Oversee the preparation and delivery financial returns as required

Management Information and ICT

- Ensure the school has a strategy for using technology that is aligned with the overall vision
- Oversee the efficient and sustainable management and delivery of school information technology systems
- Ensure adequate data collection and data control systems are in place, including compliance with relevant regulation/legislation

Facilities Management

- Manage the school estate, ensuring the safe maintenance and operation of school estates and assets
- Ensure ancillary services, such as catering, are monitored and managed effectively
- Manage the letting of the school premises to external organisations
- Project manage facilities development projects
- Manage the school health and safety function to include managing policies and risk assessments

HR Management

- Oversee the school HR function ensuring compliance with relevant Central Bedfordshire/School HR policies and procedures
- Manage recruitment, performance management, training and development for all support, admin, finance, IT and site staff
- Oversee the school's payroll function
- Contribute to work force planning and organisational design
- Support staff wellbeing strategies in collaboration with the Welfare Improvement Team

Marketing and Income Generation

- Contribute towards and lead the school marketing strategy
- Contribute to additional revenue generation

Administration Management

- Manage the whole school administration function
- Establish, consolidate and use effective administrative systems
- Ensure that the Single Central Record is compliant with all relevant guidance and kept up to date

Safeguarding Pupils

- Contribute the safety and welfare of our pupils, staff and parents and to work collaboratively with other agencies to protect children and share information where appropriate.

Notes

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

You will be required to attend meetings outside of school working hours to support school governance and other school functions.

Ivel Valley School operates across several dispersed sites in and around Biggleswade. The post-holder will be expected to routinely transit between sites in the course of their duties, under their own arrangements and without assistance.

Person Specification

Knowledge and Qualifications

Essential

- Level 3 Qualifications (A-Level of equivalent)
- Certificate in School Business Management (or willingness to work towards) or an equivalent qualification such as an accounting qualification.
- A working knowledge of accounting and financial management.
- A working knowledge of human resources.

Desirable

- Understanding of the education sector funding models, specifically for special schools/academies.
- Recognised management/business degree or other equivalent qualification such as DSBM, ADSBM.
- Knowledge and understanding of safeguarding practices and procedures.

Professional Experience

Essential

- Managing strategic financial plans and budget monitoring
- Leading and managing teams
- Leading role in the development and implementation of policies, systems and processes

Desirable

- The ability to use and interpret financial and other performance data to draw conclusions and contribute to future planning.
- Experience of working in a special school or with children/young people with special educational needs.
- Leading and managing projects
- Change management
- Working with a range of internal and external stakeholders
- Being a member of senior leadership/management team
- Experience of school Management Information Systems

Personal Skills, Qualities and Attributes

Desirable

- Strong interpersonal, written and oral communication skills
- Self-motivated with high levels of personal drive, able to work with minimal supervision
- Strong analytic skills with attention to detail and high levels of accuracy
- The ability to work as part of a team
- Flexible and adaptable to changing business demands
- The ability to enthuse and inspire others
- Strong organisational and time management skills
- Ability to work under pressure and meet deadlines





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