

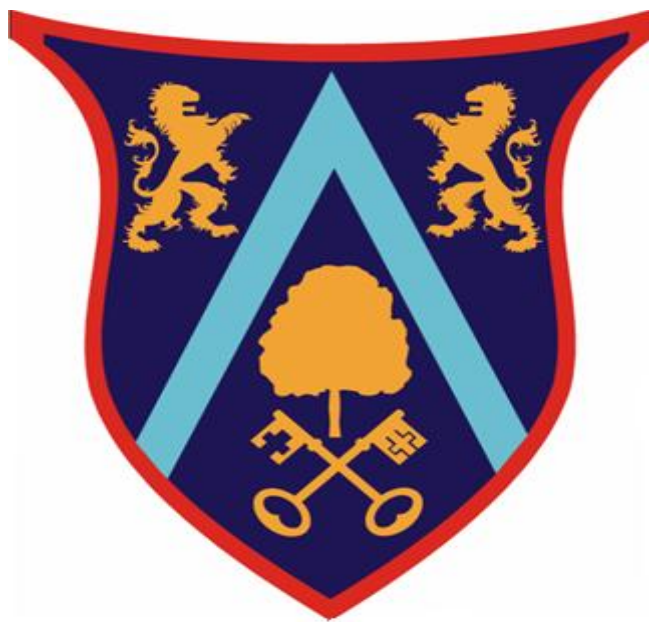


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ASH MANOR SCHOOL

SCHOOL BUSINESS MANAGER APPLICATION PACK



Dear colleague,

Thank you for your interest in working at Ash Manor School. We are a school very much driven by our core values of Community, Excellence, Resilience, Respect and Integrity and these permeate every aspect of school life. We strongly believe that all of our young people can achieve great things and that our role as staff is to support them to be the very best they can in every way.

We are seeking to recruit an outstanding and motivated School Business Manager who combines financial acumen and a clear understanding of the strategic financial management needs of our school with the ability to provide leadership for the 25 members of the support staff team.

You will have experience of managing and setting significant budgets and will be adept at communicating financial information to a range of stakeholders, including non-finance colleagues and governors. As with all schools, our budget is under significant pressure from funding reductions and increased costs and we are seeking an innovative and creative School Business Manager who can increase revenue for the school and help us to secure the best outcomes we can for our students through astute management of resources.

The responsibilities of this position are significant; you will lead the Support Staff and performance and line manage the key personnel in Finance, HR and Facilities, working with them to continue to develop systems and practices which help the school to run more efficiently and effectively. However you will be well supported by your SLT colleagues and the Chair of the Governor's Resources Committee, as well as through local networks of School Business Managers and you will have access to the professional learning and support you need to successfully fulfil your role.

Please do come and visit us at any time before the closing date so that you can see the school in action and have any questions answered. This can be arranged through my PA, Lisa Bowman, lbowman@ashmanorschool.com.

I very much hope that you will decide to apply and I look forward to meeting you.

Agnes Bailey,
Headteacher



Job Description –School Business Manager

POST:	School Business Manager
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Finance Manager, HR Officer, Office Manager, Facilities Manager
STARTING SALARY:	Salary Scale £47741 -£55851 (Equivalent to L8-14)
INTERNAL RELATIONSHIPS:	Staff, Students, Governors, Leadership Team
EXTERNAL RELATIONSHIPS:	Parents, Contractors, Suppliers, External Agencies, Local Community.
WORKING PATTERN:	Full-time, all year round post. Required to work such hours as are necessary to meet the demands of the role with a minimum number of hours to be worked of 36 per week. Annual leave will normally be expected to be taken during the school holidays in negotiation with the Headteacher.
JOB PURPOSE:	To lead and manage all aspects of the school's non-teaching function including financial resources, administration, communications, human resources, facility & property and health & safety management of the school.

KEY RESPONSIBILITIES

The School's Business Manager reports directly to the Headteacher and is the school's leading support staff professional, working as part of the Leadership Team to assist the Headteacher in her duty to ensure that the school meets its educational aims. The postholder will be a member of the Senior Leadership Team and will be expected to demonstrate strategic thinking and direction setting appropriate to this position. It is expected that the postholder will carry out their responsibilities within this framework.

Leadership and strategy

- Work with the Leadership Team and Governing Body to provide advice, guidance, information and strategic leadership which promotes and supports the school's aims and contributes constructively to school improvement planning.
- Undertake strategic financial planning and provide advice to the Headteacher, Leadership Team and Governors on the most effective use of resources and generation of income.
- Lead on strategic development projects for the school environment.
- Ensure all business management functions operate in accordance with statutory regulations
- Interpret legislation and guidance and identify the implications for the school

- Ensure the effectiveness of services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision
- Develop an on-going customer service focus that promotes the school's values and ethos.
- Develop and share good practice across the school and extend partnerships with other schools and relevant bodies
- Secure arrangements to source external advice and support where appropriate
- Line manage and support staff in Finance, HR, Facilities and Administration holding them to account for the delivery of objectives including their professional development and training needs.
- Lead the Associate Staff Middle leaders to promote cohesion and effective management of associate staff teams and to facilitate closer working relationships between teams.

Finance

- Oversee all aspects of the school's finance and budget, ensuring effective reporting and management systems to the Headteacher and Governing Body are in place
- Provide information and advice to the Governing Body on budgeting, financial planning and the development of a long-term financial strategy.
- In conjunction with the Headteacher and with the support of the Finance Officer, prepare annual budget/spending plans and plan forecast budgets for 3 to 5 years consistent with the school's Improvement Plan.
- Line and performance manage the Finance Officer to ensure all aspects of accounting procedures and systems are compliant with financial regulations
- In conjunction with the Finance Officer, monitor spend against budget and provide accurate forecasts of outturn.
- Seek to achieve 'best value' in all areas of expenditure by testing the market, negotiating and monitoring contracts and services and making recommendations regarding 'outsourced' / 'in-house' services to obtain maximum efficiency.
- Develop and co-ordinate grant applications from statutory, charity and voluntary organisations and within the ethos of the school, maximise income generation from external sources.
- Attend and report to the Governors' Finance and Staffing Committee meetings and other sub committees /working groups as required.
- Ensure the school is appropriately insured and manage any claims as they arise.
- Develop and maintain the school's Asset Register

Human Resources

- Oversee performance management for the Support Staff
- Oversee all aspects of the school's HR policies and procedures
- Line and performance manager the HR Officer ensuring effective and compliant systems and procedures are consistently employed in all areas of HR.
- Ensure the school is compliant with all aspects of safer recruitment including regularly reviewing the Single Central Record to ensure safeguarding practice is embedded in all school activities.
- Undertake benchmarking and review of staffing structures to ensure the schools staffing model and deployment of resources meets the needs of the school and provides value for money,
- Take the lead in developing and delivering effective support staff professional development which addresses staff needs identified within the performance management system and the development needs of the school.

Administration

- Oversee the effectiveness of all administrative functions within the school to promote cohesion and ensure the needs of the business are met as efficiently as possible.
- Line and performance manage the Office Manager ensuring the experience of the admissions process and provision of administration received by all students, parents and staff is exemplary.
- Ensure stakeholder needs are anticipated and responded to in a timely manner.
- Manage the relationship with the external contractors for ICT, catering and cleaning to ensure the needs of the school are met and the terms of all contracts adhered to.

Facilities

- Oversee the facilities function to ensure the school environment is managed effectively and in accordance with the operational needs of the school and any regulatory requirements thorough both contracted out and in house provisions.
- Line and performance manage the Facilities Team to ensure all premises and facilities are maintained to a high standard and operate with maximum efficiency.
- Support the Governing Body and Headteacher in drawing up strategic plans for the development of the site and facilities.
- Working with the Facilities Manager, develop capital bids and take responsibility for the planning and delivery of successful capital projects.
- Attend and report to the Governors Resources Committee meetings and other sub committees /working groups as required.

Management Information Systems and ICT

- Consider approaches for existing use and future plans to introduce or replace technology in the school
- 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 ICT 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 to maximise efficiency of the data supplied

Health and Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Take responsibility for the health and safety and security of the site and premises and all those who use it.
- 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 up to date emergency procedures and plans are in place and communicated to all staff as required.
- Plan, instigate and ensure records of fire practices and alarm tests are maintained.
- In conjunction with the Premises Team arrange termly health and safety audits dealing with actions and reporting to Governors.
- Ensure systems are in place to enable the identification of hazards and risk assessments
- 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
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Community Relationships

- Seek to develop business partnerships with local organisations and community groups to promote the school and maximise potential income opportunities.
- Assist in marketing the school through digital media, school prospectus and events.

Whole school responsibilities

- Participate in the discussion of whole school policies and to participate in the implementation of school policies and practices
- Be active in pursuing professional development
- Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.
- Undertake reasonable additional tasks as required to support the needs of the school.

Work Context

- The post holder needs to be aware of safety issues and perform all duties whilst adhering to safety standards. The post holder will work under the direction of the post holder's line manager but will be required to use initiative and be capable of self-directed work.
- The post requires computer working and the post holder is responsible for undertaking their own DSE assessment
- The post holder will be required to maintain a strict level of confidentiality
- The post holder is required to be professional and business like at all times and maintain professional relationships with colleagues students and parents
- We expect all members of our community to demonstrate our core values and to believe in the limitless potential of people.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. While working in our school we expect you to take care of our students and follow our procedures. You will receive appropriate training in "Child Protection and Safeguarding".

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.



Person Specification – School Business Manager

Qualifications	Essential	Desirable
Educated to Degree Level in a relevant field or able to demonstrate equivalent level of ability and experience	✓	
SBM Certificate and/ or Diploma (eg CSBM / DSBM / ADSBM)		✓
Finance/ Accounting related qualifications		✓
Experience		
Experience of effective leadership and line and performance managing managers and teams	✓	
Experience of managing change and implementing new systems/procedures/controls	✓	
Experience of managing business processes	✓	
Experience of setting and managing budgets	✓	
Ability to present financial information to non-finance staff	✓	
Experience in dealing with both internal and external customers and providing excellent proactive customer service	✓	
Experience of working in the education sector		✓
Knowledge/Skills/Abilities		
Excellent numeracy skills with the ability to collect, manage and analyse complex information and data	✓	
Excellent IT skills with the ability to analyse and interpret data	✓	
Ability to understand interpret and communicate financial information	✓	
Ability to negotiate with outside bodies and suppliers	✓	
Excellent organisational, planning and prioritisation skills	✓	
Highly developed self-management skills	✓	
Interpersonal and Leadership Skills		

Ability and willingness to challenge, support, inspire and develop staff	✓	
Ability to communicate clearly and authoritatively with a wide range of people	✓	
Ability to work under pressure and maintain a sense of humour and perspective	✓	
Ability to work flexibly and responsively to adapt to changing priorities and unplanned situations	✓	
Ability to use initiative, be innovative in resolving issues, make good judgements and take decisions	✓	
Ability to lead, develop, co-ordinate and motivate a team	✓	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, governors and external bodies	✓	
Excellent interpersonal skills with ability to maintain strict confidentiality	✓	
Calm flexible and approachable	✓	
High standards of personal integrity	✓	
Other		
<p>To be able to demonstrate how a commitment to the following areas has been applied in the workplace :</p> <ul style="list-style-type: none"> ✓ Personal development & training ✓ Equality & Diversity ✓ Safeguarding and promoting the welfare of students 	✓	

Making an application

The post of School Business Manager is a full-time, permanent post, £47741 -£55851 (Equivalent to L8-14)

Please complete and return the application form by 9am on 27th November 2017. It should be posted or emailed to recruitment@ashmanorschool.com. CVs will not be accepted.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications.

If you have been shortlisted for interview we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements.

References

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification.

Safeguarding

Ash Manor School is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identity (e.g. passport, driving licence, P60/45) and original exam qualification certificates.

Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration and receive fitness for work.

Data Protection

Should you be unsuccessful with your application the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.