

# School Business Manager

Application deadline:

Monday 27 November 2017 at midday

Please note that this vacancy will close should a suitable candidate be appointed.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will carry out a Disclosure Check by the Criminal Records Bureau before making an appointment.



Headteacher: Ron Searle The Warwick School,

Noke Drive, Redhill, Surrey, RH1 4AD

Tel: 01737 378444 (HR)

Fax: 01737 770007

NOR: 872

Website: [www.warwick.surrey.sch.uk](http://www.warwick.surrey.sch.uk/)

## School Business Manager

**Salary S10 - £38,696 to £43,421**

We are looking to appoint a candidate of the highest caliber who will be able to make a significant contribution both to the management and development of all aspects of the Business Team and to the school as a whole.

The post of Business Manager is a full time 52 week post of 36 hours per week (with 48 minutes daily unpaid lunch break), with annual leave entitlement dependent on length of service. The salary is Surrey Pay Scale S10. Full time salary range is £38,696 to £43,421.

The start date will be negotiable and enhanced DBS clearance will be required.

The Warwick School is a vibrant 11 to 16 school, serving the Redhill area; judged by Ofsted to be ’Good’ with Outstanding Behaviour and Safeguarding.

The school is a member of the South East Surrey Schools Education Trust which is a partnership of The Ashcombe, Therfield and The Warwick Schools; each being successful, inclusive schools committed to work in collaboration for the benefit of their distinctive communities and those children and young people whom they serve. The school offers outstanding continuing professional development for its staff and the Trust will offer a range of opportunities for the right candidate to develop their practice.

The Warwick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to Disclosure and Barring checks along with other relevant employment checks.

For further information about the post and application form, please visit the vacancy page of the school’s website [www.warwick.surrey.sch.uk](http://www.warwick.surrey.sch.uk/) or call 01737 378444 (HR)

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Therfield School, The Ashcombe School and The Warwick School have formed, and are part of, South East Surrey Schools Educational Trust (SESSET), a charitable company limited by guarantee and registered in England and Wales with company number 10479401. The registered address is The Ashcombe School, Ashcombe Road, Dorking Surrey, RH4 1LY

#### General Information for Applicant

#### The School

The Warwick School is a vibrant 11-16 school serving the Redhill area, judged Good with Outstanding Behaviour and Safety in its Ofsted inspection of February 2013. The school works closely with the Ashcombe School, Dorking and Therfield School, Leatherhead; our partners in the South East Surrey Education Trust

Currently we have approximately 870 students on roll. In 2017 our Planned Admission Number increased from 180 to 210 and we anticipate an increase of roll to approximately 1050. Some 98% of our students progress to Further Education or Training, in particular to Reigate College and East Surrey College in Redhill, with which we have very close links. We are proud of our school’s strong links with the local community and employers which assist us in fully serving the needs of all the young people who live in the Redhill area.

Continuing Professional Development lies at the heart of our people first values in relation to staff, and we are proud that many colleagues have been promoted as a consequence.

#### Location

The School is situated at the end of a quiet cul-de-sac on a green site within 4 minutes’ walk of Redhill town centre and rail and bus stations. The M25 and M23 are only a few minutes’ drive away and rail links to London, the South Coast and Gatwick Airport are excellent.

#### Accommodation

Our current facilities are very good and our buildings are well maintained.

We are currently working with the Department for Education in respect of a planned rebuilt of our central block under the Priority Schools Building Programme, Phase 2.

Each sector has its own dedicated suite of rooms and an office. The ICT network provides fast, school-wide access to the internet via broadband and a ratio of 1 computer to 3 students. All students and staff have their own e-mail address and area on the network accessible from home. All teachers are provided with a laptop and most departments have their own cluster of computers (desktops or laptops) and interactive whiteboards. We also have bookable ICT rooms for whole class teaching and a cluster of computers in the library. Our duty of care extends to a robust CCTV system that constantly monitors our site.

Our school grounds include playing fields, a floodlit all-weather sports pitch, tennis/netball courts and an ecology area. In keeping with Surrey County Council policy, the School is a no smoking site.

#### Our students

The Warwick serves the main towns of Redhill, Merstham and Reigate and the surrounding villages as well as students who choose to travel from further afield. Close relationships with our main feeder primary schools are well established. We are a truly comprehensive school in terms of ability, social, additional and educational needs, as well as our religious and cultural mix.

The student voice is a key feature in the life of our school and we encourage our students to take responsibilities in school. Representatives are elected to vigorous Year and School Councils, which meet each half term to discuss issues based on a student-initiated agenda. Prefects, Head Boy and Head Girl are appointed towards the end of Year 10 to offer service to the School including supervision duties and mentoring Year 7 students. The student body runs its own Community Action team, which liaises with the local community and arranges events to benefit local, national and international Charities in association with our student run Rotary Interact Club. Other students help to maintain our ICT facilities, our library and serve as Captains to various subject departments and Clubs.

#### Curriculum and Organisation

At KS3 all students study the National Curriculum. Students are grouped for learning in most subjects.

At KS4 students study a core consisting of English Language, English Literature, Mathematics, Science, ICT, PE and Philosophy and Ethics. They are encouraged to take an English Baccalaureate subject as at least one of their four option choices. Our close relationships with local colleges enable us to offer a range of vocational qualifications. In addition, we run a small near to site programme for students for whom the traditional school or college route is not appropriate.

Students’ welfare and educational progress are supervised by Form Tutors who each have a mixed ability group of about 28 students. Tutors and the Head of Year remain with the students as they progress through the school. We have a dedicated Support Centre to support the development of identified and selected students.

#### The Staff

The School working environment is stimulating and very busy. We seek to appoint hard-working and self- motivated people, committed to high standards and inclusion, who show initiative and can work under pressure. 137 people are employed at The Warwick School. Successful applicants for posts at The Warwick School will join a friendly, cohesive and supportive team, dedicated to providing a quality education for the young people in our care.

**Support Staff**

Of our 137, 63 are support staff employed by the school. 6 are employed within the business team (see below for more details); 11 staff are employed in the two main school offices (and Pupil Services Desk), the remainder are technicians employed in the laboratories, teaching departments, examinations administration, cover Supervision, IT, assisting teaching, Study Centre and the site team.

The duties of staff in the offices are very varied with, often, many deadlines to meet. One of the key essentials in coping in this lively environment is good team spirit. Each person needs to be willing to participate as required in all aspects of the work, however mundane, to ensure that the office runs smoothly and efficiently. The school environment is one which is subject to change and staff need, therefore, to be adaptable to its changing needs. Although there are “teams", each individual could have roles in one or more teams, and so when the word "team" is used below, it is referring to individuals whilst performing relevant tasks; separately, each individual will have a "lead" manager, and the managers will cooperate in ensuring that individuals are clear about the tasks they are to perform and priorities.

#### The Business Team

Financial information is held in PS Financials and other financial software, and the postholder will need to access this on a regular basis. Some of the other duties involve using word-processing (Word) and spreadsheets (Excel) including creating and amending formulae. In dealing with personal records, staff need to be aware of the need to maintain confidentiality.

Applicants should note that the post of Business Manager is a full time 52 week post of 36 hours per week (with 48 minutes daily unpaid lunch break), with annual leave entitlement dependent on length of service. The salary is Surrey Pay Scale S10. Full time salary range is currently £38,696 to £43,421

The Business Manager will head a strong team of support staff. He/she will work closely with the Senior Leadership Team and will be directly responsible for:

* Leading the finance and resources team, managing the day-to-day finances including ordering/invoicing, School fund, Period-end, bank reconciliation, etc.
* Human Resources Officer – leading the HR and Personnel team, managing the conditions of employment; including statutory safeguarding and safer recruitment requirements, advertisement, recruitment, induction, leave periods, occupational health, service returns,
* Premises Manager- leading the Premises Manager and site team, managing the maintenance, fabric and structure of the school buildings, utility services, grounds maintenance, health and safety, fire and contracts, etc.

Job Description: Business Manager

**Job title:** Business Manager

**Job Purpose:** As a senior member of the support staff within the school, to be directly responsible to the Headteacher for leading & managing a team to provide forward looking, efficient and cost effective financial, personnel, facilities and other administrative services for the school (and other local partnerships and organisations), within statutory regulations, FRS and SORP 2015 reporting standards, ESFA guidelines and school policy, as determined by the Headteacher and Governing Body.

**Accountable to:** The Headteacher

**Accountable for the following:**

|  |  |
| --- | --- |
| **Key Accountabilities** | **Key Tasks** |
| Financial Management | To lead and manage the Finance Team  Working with the Finance team and Senior Leadership Team:   * on budget proposals to be submitted to the Governing Body; * analysing, projecting and monitoring the school’s financial commitments and income throughout the budget period; * understanding and overseeing the regular reconciliation of various accounts and grants, defining expenditure priorities; * to prepare financial reports are prepared for the Senior Leadership Team and the Governing Body; * ensuring all financial procedures are correctly followed and advise on financial probity as necessary; * to achieve best value for money for purchases and contracts. |
| Human Resources and Personnel Management | To lead and manage the Human Resources Officer  Working with the Human Resources Officer and Senior Leadership Team:   * in reviewing terms and conditions of service for all teaching and support staff in response to changes notified by the ESFA; * ensuring that staff are informed of changes which will affect them and that the school’s payroll service is advised of any necessary salary or other relevant adjustments; * ensuring that an appropriate staff record system is maintained which complies with Data Protection requirements and provides the basis for reports required by theESFA, the Governing Body or other government agencies * in managing the procedural arrangements around the appointment and resignation of staff. |
| Facilities Management | To lead and manage the Premises Manager who manages the Site Team  Working with the Premises Manager and Site Team:   * be aware of all H & S statutory requirements and ensure school compliance * ensuring tasks are fulfilled in a timely and accurate manner; * identifying long term infrastructure/premises issues and propose solutions; * managing internal and external H & S inspections, monitor results  and report outcomes; * reviewing energy use and report; * ensuring fire regulations are met including risk assessment, fire book, internal processes in case of fire, knowledge of systems; * continue to build database, amend discrepancies regarding plans; * ensure there is an Emergency Plan & business continuity; * complete Risk Assessments; * review, manage & monitor Cleaning, Grounds and other facilities contracts; * propose annual refurbishment works, cost and oversee. |
| Management of staff | * Co-ordination of the performance management cycles of staff in these teams, and support for the needs of those staff through continuous professional development. * Undertake the day to day management, training and effective deployment of those within the business team to achieve a professional and supportive environment which ensures that targets, objectives and staff needs are met. * To be fully aware that the responsibilities of those you line manage are monitored, supported and achieve appropriate outcomes. * Liaising with other managers to ensure that all relevant individual members of staff are clear about their tasks and priorities |
| Reporting within the Multi Academy Trust | * Timely and accurate production of information required both internally and externally i.e. Trustees, Accounting Officer or CFO of SESSET and the ESFA. * Regular communication with CFO to ensure a MAT perspective is maintained, to underpin the consistency of financial data, to support obtaining best value from suppliers and share best practice. |
| Business support for Local Partnerships and Organisations | * These responsibilities are very flexible depending on the nature and function of the partnership or organisation, but will be to support the Head and Senior Team in the necessary legal, financial and administrative actions and functions. |
| Business Administration | * To maintain a broad understanding, and to provide appropriate over-arching support to the execution of day to day activities and the development of the working systems and administration of areas of Human Resources, Facilities and Finance. * To review and reflect the effectiveness and efficiency of current systems and seek to propose improvements. |
| Communication and Documentation | * Provide a continuous brief to the Senior Leadership Team on legal and domestic issues of Human Resource, Facility and Finance. * To ensure reports and consultation documents are prepared for the relevant Governor Meetings. * To be aware of potential risks to the school staffing, legal position, finances as a result of internal or external factors, and to advise on these accordingly. * Liaison with external agencies and contractors with regard to school business. * To action, document and record over time as necessary to mitigate identified risks. |
| Other | * Support the work of the Clerk to the Governors. |

Person Specification: Business Manager

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| **Education and Qualifications** | **Essential** | **Desirable** | **How identified** |
| A relevant professional management qualification |  | Yes | Application |
| First degree or equivalent qualification |  | Yes | Application |
| Professional accounting qualification |  | Yes | Application |
| Further relevant educational professional qualifications |  | Yes | Application |
| **Knowledge and experience** |  |  |  |
| Successful leadership within a large organisation | Yes |  | Application  Reference |
| Experience of budgetary management and control within a large organisation | Yes |  | Application Reference Interview |
| Knowledge and experience of a variety of financial management systems and processes and procedures | Yes |  | Application Reference Interview |
| Experience of motivating and leading staff | Yes |  | Application  Reference Interview |
| A working knowledge of facilities management |  | Yes | Application Interview  Reference |
| A working knowledge of Health and Safety legislation |  | Yes | Application Interview  Reference |
| An awareness and understanding of school/public sector finance/resources management information systems |  | Yes | Application |
| An understanding of procurement, contracts, risk  assessment, health and safety and traded services in organisations | Yes |  | Application  Interview Reference |
| Experience of working effectively with a wide range of external partners | Yes |  | Application Interview  Reference |
| Successful experience in the submission of bids securing funding in the public sector |  | Yes | Application Interview  Reference |
| An understanding of school management issues and the role of the Governing Body | Yes |  | Application Interview Reference |
| **Skills and abilities** |  |  |  |
| Exceptional planning and organisational skills including managing deadlines | Yes |  | Application Interview  Reference |
| Excellent written and verbal communication | Yes |  | Application Interview |

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| Proven high level negotiating skills | Yes |  | Application  Interview |
| Highly developed interpersonal skills | Yes |  | Application  Interview Reference |
| An ability to analyse data and evidence of higher level ICT skills | Yes |  | Application  Interview |
| An ability to use initiative and prioritise work | Yes |  | Application  Interview |
| Being accurate and well organised in approach to work | Yes |  | Interview  Reference |
| An ability to interpret legislation and regulations | Yes |  | Application Interview |
| An ability to consult and share decision making with the Senior Leadership Team | Yes |  | Application  Interview |
| An ability to follow instruction | Yes |  | Interview  Reference |
| **Personal Qualities** |  |  |  |
| Commitment to high educational, professional and personal standards | Yes |  | Application  Interview Reference |
| Respect for young people and their needs | Yes |  | Application  Interview Reference |
| A total commitment to equal opportunities | Yes |  | Application  Interview Reference |
| A high level of motivation, a ‘can do’ attitude and a willingness to be involved at all levels | Yes |  | Application  Interview |
| To have a strong awareness of professionalism and confidentiality when dealing with all duties surrounding school working | Yes |  | Application Interview  Reference |
| An ability to be ambitious and aspirational for self and others in the organisation | Yes |  | Application Interview  Reference |
| To have a good sense of humour | Yes |  | Interview |
| **Other requirements** |  |  |  |
| Excellence record of attendance and punctuality | Yes |  | Reference |
| Comply with safer recruitment checks including DBS and list Children’s Barred list | Yes |  | Application |

How to Apply

We hope that you would like to apply; please complete our application form for support staff posts on the vacancy page and send it to us with a supporting statement explaining what attracts you to the post and details the skills and experience you would bring to it.

Your completed application can be emailed to Karen Ehren HR Officer: [ehr@warwick.surrey.sch.uk](mailto:ehr@warwick.surrey.sch.uk) or post to:

Mrs Karen Ehren HR Officer

The Warwick School Noke Drive

Redhill Surrey RH1 4AD

If you would like any further information please telephone Karen Ehren on 01737 378444 or email [ehr@warwick.surrey.sch.uk](mailto:ehr@warwick.surrey.sch.uk)

The deadline for receipt of completed applications is Monday 27 November 2017 at midday. Please note that this vacancy will close should a suitable candidate be appointed.