



Arts & Media School  
ISLINGTON

# School Business Manager Recruitment Pack



**Closing Date: 22nd August 2017 at 12 noon**



Arts & Media School  
ISLINGTON

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## Arts & Media School ISLINGTON

July 2017

Dear colleague

Thank you for your interest in the post of School Business Manager at Arts & Media School Islington. The vacancy has arisen due to current staff leaving to take early retirement.

The school is very successful as measured through the learning outcomes, attainment and achievement of our students at the end of Key Stage 4. The role of Business Manager will be crucial in ensuring that this success continues and as a school we are financially stable moving forwards.

I would welcome a mindset that was open to strategic, collaborative and creative thinking as we all work together to realise the school's vision of every child a scholar. In a nutshell, can you demonstrate:

- business management or professional accountancy qualifications
- experience of leading and managing core functions which include; Finance, HR, Premises, Health & Safety and Safeguarding.
- experience of financial planning, reporting and budget monitoring
- experience of seeking opportunities for additional income streams

I welcome your application so that we can start working together in September. Please take a look at our website as it will give you a real flavour of the wonderful school that we are!

I am looking for a colleague to join us and bring enthusiasm, excellent work ethic and a positive attitude. You can be assured of a full commitment to your development within our school community.

Yours sincerely

Susan Service



Arts & Media School  
ISLINGTON

## General Background information

### About the school

We are a diverse community of learners and our school is an exciting place to be. We serve a local area that features a wide range of ethnic and social backgrounds and are committed to ensuring that our pupils enjoy a creative and rich educational experience, as well as one that prepares them for further education. Our creative school curriculum is rooted in an academic core.

We previously completed an £18m building project with a brand new building and theatre in addition to our refurbished facilities. Creative arts form our specialism; this means that staff and pupils are regularly engaged in innovative and exciting teaching and learning processes. Ofsted graded the school “Good with many outstanding features” in our last inspection.

Our vision centres on four core values that inform the decisions that we make:

- **Confidence:** we secure and embed our strength and resilience and challenge ourselves to develop further
- **Aspiration:** in all areas we actively hold the highest expectations
- **Respect:** every member of the community is celebrated
- **Reflection:** we stop and think regularly about what we are doing and why

Our website, prospectus, and Ofsted report give further insight into our community; the staff are extremely hardworking, selflessly giving their time and commitment to the pupils success and are in regular communication with parents and carers. The pupils are extremely receptive to good teaching and thrive on the curriculum and pastoral care provided.

We welcome your application.

Susan Service  
Head teacher



Arts & Media School  
ISLINGTON

## **School Business Manager**

**From: Immediate start**

**Starting Salary Range: P09 Sc59 – 62: £57,114 to £60,135**

Arts and Media School Islington is a comprehensive state school with a culturally diverse intake and excellent facilities that reflect our specialism. We believe that every child is a scholar and the ethos of the school is supported by four cornerstones; confidence, reflection, aspiration and respect. This post gives the opportunity to be an integral part of the leadership team and an opportunity to manage the school resources for future growth.

As the new School Business Manager of Arts and Media School Islington, you will be responsible for financial, personnel and premises management, marketing of the School and direct pupil services. The successful candidate will also ensure the premises and grounds are maintained and developed, and to provide the school management team and governors and trustees with strategic advice relating to their development.

The school is committed to a challenging path ahead to deliver the very best education for all its students. In return we offer an attractive salary which is open to further negotiation for the right candidate. The post also affords an exciting opportunity to influence and shape the future of the school's finance and operations function.

CLOSING DATE: 22nd August 2017

INTERVIEWS: 24th August 2017

How to apply:

To apply, please download an application pack from the website, [www.artsandmedia.islington.sch.uk](http://www.artsandmedia.islington.sch.uk), and return completed application forms to the head teacher's PA, Hayley King, on [kingh@artsandmedia.islington.sch.uk](mailto:kingh@artsandmedia.islington.sch.uk)

We do not accept applications from agencies or via CV's.

# Arts and Media School Islington Job Description

## School Business Manager

### **Confident**

All members are actively learning and developing

### **Aspirational**

An academic core, enriched with creative and specialist pathways

### **Respectful**

All members manage themselves well and respect each other

### **Reflective**

All members celebrate, support and help each other

*All appointments at Arts and Media School Islington are made in accordance with the agreed School's Equal Opportunities Employment Policy.*

*All employees are expected to adhere to the agreed School Policies as set out in the Staff handbook*

Responsible to: The Headteacher

### **OVERALL RESPONSIBILITY**

To be responsible for financial, personnel and premises management, marketing of the School, and direct pupil services. To ensure the premises and grounds are maintained and developed, and to provide the school management team and governors with advice relating to their development.

### **Purpose of the job:**

To act as a key member of the leadership team, with responsibility for management of the financial resources of the school.

To ensure effective utilisation of the school's resources in support of the school's objectives as set out in the School Development Plan.

To project manage all building projects at the school, ensuring that the LEP/BBW/CJV are advised of requirements and monitored to ensure they are meeting the specified KPI levels.

### **Skills and capabilities required**

- Leadership
- Strategic planning
- Analytical and problem solving skills
- Strong written and oral communications
- Partnership and engagement
- People management
- Financial management
- Commercial acumen

## ***Strategic Planning***

- Source corporate sponsorship for school improvements, projects etc. Work with the Governor Fundraising Committee to this end to assist them with achieving their targets. Bid for funding for school initiatives from corporate bodies and charities.
- Problem solving. Identify future issues likely to adversely affect the school and plan appropriately to provide guidance to the Head, Governors and Trustees on these issues and potential solutions in a timely manner, e.g. model the impact of the introduction of a national funding formula in the first instance.
- Reduce the school's dependence on the Local Authority, whilst maintaining effective relationships.
- Plan for the time when AMSI may consider academisation within a MAT structure. Build a strategic partnership with the Regional Commissioner to obtain further information/guidance on government requirements going forward.
- Implement a strategic plan for the optimum use of the school's assets to ensure that the school obtains maximum returns.
- ICT – Manage the implementation of ICT provision through serving the Partnership board once current extended RM contract ends. Engage with the LA and ICT teaching staff to ensure specification fully meets the school's requirements.

## ***Finance***

- To ensure the planning, development and delivery of financial and accounting services within the School.
- To advise the Governors and Headteacher on the resourcing needs of the School in relation to current and future finance requirements, costs of new initiatives and the scope for efficiencies.
- To analyse the school budget and advise the Headteacher of any potential deficit or other finance related issues, their implications and make recommendations on possible solutions.
- To ensure rigorous auditable systems are in place for the ordering of goods and supplies and for the processing and payment of invoices.
- To oversee all aspects of the School accounting and report to the Headteacher on a regular basis.
- To prepare the annual budget, monitor out-turn reports and maintain professional standards in the reporting and recording of accounts.
- To monitor the budget on an ongoing basis and prepare for approval by the Governors, annual estimates of income and expenditure.
- To prepare and maintain school income and expenditure accounts and balance sheets.
- To prepare and produce budgets and regular up-dates for budget holders and stakeholders within the School.
- To ensure the accounts are used as a mechanism for informing the wider process of the budgetary cycle of consultation, decision making, monitoring and evaluation.
- To manage finance and admin staff including recruitment, issuing contracts, training and development, performance management and professional conduct matters.
- To keep records of school maintenance programmes.
- To be responsible for the ongoing professional development of non-teaching staff and Performance Management procedures.
- To ensure resources are provided and maintained for the learning process.
- To be conversant with government regulations, Education Acts and statutory instruments as they affect the daily running of the School.
- To ensure the effective use of resources and prepare information for capital projects.
- To supervise the payroll and generation of the monthly Staff Return and variation forms.
- To prepare staff payroll in line with posts of responsibility and national agreements on pay structures.



- To formulate, monitor and implement the School's Health and Safety at Work policy in line with government legislation, and to act as the School's Health and Safety officer.
- To audit equipment, furnishings and furniture, keep records, and ensure all are in good order.
- To regulate and monitor staff expenditure in line with school development plans.
- To be responsible for, and keep insurance for all areas of the School, current staff, and other aspects of school life.
- To administer production and submission of statutory returns (P11D/DAS etc).
- To coordinate and submit bids for purchases in excess of limits stipulated in the Finance manual.
- To prepare and present budget monitoring reports to governors and the LA as required.
- To monitor Service Level Agreements with the LA and other providers.

### ***Premises***

- To manage and be responsible for the Facilities Management contract with Engie contractors.
- To ensure that maintenance and development complies with relevant building, health and safety, and LA regulations.
- To prepare specifications for building works and assist with applications for funding.
- To liaise with school staff, contractors and other outside agencies.
- To lead and manage (through the Engie Helpdesk) the regular monitoring of the condition of the premises and ensure that the Premises team are alerted to any issues requiring their attention.
- To delegate tasks appropriately to ensure effectiveness of staff and the smooth running of the school.
- To make arrangements to deploy staff to meet the requirements of the extended hours, including lettings of the school.
- To ensure effective arrangements for the security of the premises and contents.
- To ensure the premises are heated to the required standard, and to promote and implement measures to provide energy efficient systems.
- To make arrangements to deal with emergency repairs including cover for emergency call-out.
- To ensure arrangements are in place to keep the buildings clean, in good order and decorated as required by developing a rolling programme of repairs and maintenance work.
- To make arrangements to ensure the grounds are maintained and developed for efficient use.
- To ensure all contractors comply with school regulations and to monitor work being carried out.
- To monitor premises budgets.
- To take an overview of Premises Management at the school, supervising the requisition of repairs, obtaining of quotations and liaising with contractors.
- To notify the LEP of items requiring major repair or capital work.
- To authorise invoices and claims for payment from contractors.
- To ensure arrangements are in place to provide furniture and accommodation for teaching staff, including public examination requirements.
- To ensure the regular checking and service (as required) of all fire equipment and the update of fire procedures in the building.
- To be the lead person on Health & Safety issues ensuring all staff are notified, and comply with procedures.
- To maintain and develop the Health & Safety Policy, on an annual basis, in conjunction with senior staff.
- To raise and monitor, in conjunction with the development team, all annual planned maintenance and safety check contracts.
- To liaise and provide information for, the governors' Community, Premises and Health and Safety sub-committee on a regular basis.
- To chair the Health and Safety committee.



## ***ICT***

- To manage the school's administration network and identify enhancements required.
- To manage the ICT budget and procure new technology as required.
- To manage and be responsible for the ICT Service/Network Contract with Research Machines Ltd.
- To oversee implementation of all upgrades to the administration network and ensure backup for data.
- To commission new ICT equipment, including writing specification for ICT equipment and re-searching cost and making recommendations.
- To keep abreast of Data Protection legislation and to ensure the school operates within Data protection code.

## ***Project Management***

- To advise and participate with the output specification, design and build process on any future projects.
- To coordinate and liaise with the building contractors.
- To ensure the efficient operation of the school during any construction period.
- To act on behalf of the school in the quality of works carried out.

## ***General Management***

- To manage the preparation of statistical returns and other statutory information as required by the Headteacher and/or the Governing Body.
- To participate in Senior Leadership Team meetings and other internal and external meetings as required.
- Implement a system whereby all school written correspondence is checked for suitability/accuracy by the SBM prior to being sent out the parents and carers.

## ***Other***

- To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade.
- At all times carry out duties with due regard to the school's Health and Safety Policy.
- To work within and encourage the school's Equal Opportunities Policies.

This job description will be reviewed annually at the school's discretion and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## **School Business Manager: Person Specification**

### **Arts & Media School Islington**

#### **Qualifications/Training**

Essential:

- Recognised management/business/accountancy degree or equivalent related professional qualification.
- Evidence of continuing professional development. IOSH or other H&S Qualification.
- A commitment to SBM Professional standards.

Desirable:

- NEBOSH Qualification
- School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management (highly desirable)
- Member of the NASBM

#### **Knowledge/Experience**

Essential:

- Managing strategic financial plans. Managing budgets, financial reporting and procurement.
- Managing change projects.
- Managing H & S.
- Experience of working in a Finance environment at management level. Relevant regulations and standards for education, safeguarding and care..
- Experience of analysing, interpreting, collating and presenting management and financial information through reports and plans.
- Excellent organisational skills and experience of general management responsibilities.
- Experience of effective people management including specialist and non- specialist team members.
- Experience of effective data and information management and reporting.

Desirable:

- Knowledge of high needs funding. Knowledge of SIMS/FMS.
- Experience of working effectively with Governors, parents/learners, local agencies and other professions.
- Experience of working in an educational setting.

#### **Ability/Skills**

Essential:

- High level of IT skills
- Ability to manage a team including appraisal and be capable of solving work problems and devising new approaches from first principles
- Proven ability to work across multiple work areas to challenging deadlines
- Ability to demonstrate good leadership when working with and leading teams Excellent ICT, communication and written English skills
- Ability to plan own and others workloads and prioritise (and de prioritise) effectively and to deal with competing demands from colleagues
- Ability to act with diplomacy & tact and positively engage with young people.

- Ability to work under pressure, dealing with conflicting priorities effectively and within deadlines.
- Ability to use Financial systems and school management information systems Ability to maintain accurate and detailed records
- Confidence to deal sensitively with enquiries and complaints
- Ability to identify and improve value for money initiatives.
- Ability to inspire and influence people at all levels both within and beyond the school.

### **Special Requirements**

- Responsibility for promoting and safeguarding the welfare of children and young people and for raising any concerns
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience and a flexible approach accommodating changing priorities and working patterns.
- A sense of humour



## Guidance for candidates applying for a job with Islington Schools

**Please read this carefully BEFORE you start to complete the application form.**

### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer.

- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### **Childcare (Disqualification) 2009 Regulations**

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

#### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### **Declaration**

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

#### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**



## **Policy on the recruitment and employment of ex-offenders**

### **Background**

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk](http://www.direct.gov.uk)). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

### **Policy**

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### **During the application process**

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### **If you are offered a job at Islington Schools**

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

### **Appeal**

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

### **Policy on handling disclosure information**

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.



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