



Hardenhuish School
A High Performing Academy

Candidate Information



Business Manager

Closing Date: 8.30am on Monday 10 December 2018
Interview Date: Tuesday 18 December 2019



Hardenhuish School

A High Performing Academy

Dear Candidate

I would like to extend my personal welcome to you and thank you for your interest in Hardenhuish School and in particular, the vacancy for the post of Business Manager

Hardenhuish is an excellent school which has earned its reputation for high standards and academic achievement as well as high quality care and commitment to the learning of all members of the community.

I was appointed Headteacher Designate in December 2015 and then Headteacher from September 2016, having been Deputy Head here for 5 years. I continue to find working at Hardenhuish exciting, challenging and hugely rewarding.

Every member of staff at Hardenhuish is committed to provide the best opportunities and experiences to enable our pupils and students to flourish, achieve their full academic potential and nurture their development. We have ambitious pupils, caring parents and dedicated governors and this is a demanding combination as they, quite rightly, expect the very best of the school's leadership. For the successful candidate(s) our school will offer a fantastic opportunity to work within a collaborative and vibrant leadership team committed to sustained, consistent and continuous improvement.

We wish to appoint a full-time, enthusiastic and highly motivated Business Manager to join our creative, inspirational and forward-thinking leadership team. The successful candidate will need to demonstrate sound financial planning and budgetary control, be an accomplished, inspirational motivator of middle managers and be able to secure and develop our premises. High level ICT skills are essential, particularly in regard to financial software.

Hardenhuish provides a supportive environment, where every member of our community is supported and challenged to be the best that they can be. You would have the advantage of outstanding personalized CPD provision including supportive line management, staff wellbeing as a priority and access to a generous benefit package.

After reading the supporting job description, I hope you will pursue an application for this challenging and rewarding role. Please send your completed application and equal opportunities forms to Human Resources at hr@hardenhuish.wilts.sch.uk. All information provided on your application form will be stored, processed and shared in accordance with our Data Protection Policy which is available on our website.

Hardenhuish School is committed to safeguarding and protecting the welfare of children and young people and, as such, has robust safeguarding policies and procedures. We expect all staff and volunteers to share this commitment and our application pack includes the School's Safeguarding Child Protection Policy with Handbook and a self-disclosure form. Each applicant is required to complete the self-disclosure form and send it **separately** to self-disclosure@hardenhuish.wilts.sch.uk.

Please note, shortlisted applicants will be expected to respond appropriately to safeguarding questions at interview and the successful candidate will be required to complete an enhanced DBS disclosure.

Thank you again for your interest in Hardenhuish School and I hope you will pursue your application.

Yours sincerely

Lisa Percy

Lisa Percy
Headteacher



Job Description & Person Specification

Job title	Business Manager
Hours of work	37 hours per week all year
Employment status	Permanent full-time
Salary level	£49,937 - £55,064 pro rata
Holiday entitlement	

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

To help deliver the Hardenhuish vision by providing strategic leadership and professional management of the support roles and services. Manage the financial, site, data & office, catering and events functions within the school. Motivating and facilitating teamwork and good practice to achieve excellent standards of service delivery. Play a strategic role on the School's Leadership Team.

Responsible to

The Headteacher

Responsible and accountable for

The strategic planning, implementation, monitoring and evaluation of the disciplines of finance, site, including health & safety and project management, data & office, including data protection, catering and events management, press, marketing & publicity, all general training and development of support staff, and all matters within the management of the school which are supportive to, but do not involve the teaching function, ensuring that the school makes the best possible use of resources available.

Line Management

The postholder will line manage the Finance, Site, Catering, Events and Data & Office Managers and their respective teams.

Contacts

Effective working relationships will need to be formed with all members of the Leadership Team, Governors, Curriculum Leaders, Support Staff Managers, all teaching and support staff, parents, pupils and outside agencies.

Key tasks

Leadership

- servicing the Governors' Policy and Resources committee
- developing support staff to allow the prime function, teaching and learning, to flourish
- providing leadership of and guidance to support staff
- fostering closer working relationships between teaching and support staff
- guiding and shaping the strategic direction of the school as a member of the Leadership Team

Financial Management

- advising on investment and financial policy, preparing appraisals for particular projects and long-term budgets for the future development of the school
- ensuring the best value through its procurement processes
- contributing to financial analysis of curriculum models to aid decision making
- overseeing the payroll function with monthly oversight of processing
- supporting staff responsible for delegated budgets with procedures which enable them to manage these budgets
- preparing annual estimates of income and expenditure for approval, obtaining agreement of budgets and monitoring accounts against budgets, preparing regular budget reports for budget holders and providing monthly management accounts as well as explanatory reports on the financial state of the school to the Policy and Resources committee
- Undertaking the role of trustee to the Hardenhuish Educational Trust
- ensuring sensitive management of confidential financial information
- the management of the school accounting function, ensuring its efficient operation according to the current Academies Financial Handbook and School Finance Manual, which are reviewed annually and preparing all financial returns within statutory deadlines
- supplying all information required for the preparation of the annual accounts and audit
- ensuring that the school complies with all statutory financial regulations
- overseeing the financial aspects of running school trips
- seeking professional advice on insurance and advising on appropriate insurances for the school, implementing and approving insurances and handling any claims that arise
- preparing bids for funding, including funding for major capital projects and competitively based funding, by effective use of bidding systems and contracts in support of the school's strategic development
- maximising income generation within the ethos of the school
- acting as the point of contact with central and other agencies with regard to grant applications, gifts and other donations, preparing reports for these agencies as required

Site Management

- ensuring compliance with legislation in relation to H&S, fire risk assessments and asbestos management
- liaising with the School's externally appointed Health & Safety advisers
- working with the school governors to facilitate regular Health & Safety meetings and audit inspections
- overseeing the development of school security
- maintaining the plans for managing critical incidents and business continuity
- leading on site development projects
- drawing up outline specifications for building projects
- instructing project managers and architects regarding detailed design and planning processes
- project managing building programmes
- ensuring the maintenance of the school site, buildings and equipment including the efficient operation of all facilities on the property
- tendering, awarding and managing premises maintenance contracts, e.g. cleaning, grounds maintenance
- overseeing the completion of risk assessments to establish hazards within the school, taking necessary action as appropriate
- implementing risk management and loss prevention strategies in the school
- authorising the letting of the school premises to outside organisations and developing the school facilities for out-of-school use, with particular reference to the local community

Data & Office Management

- managing the administrative function
- ensuring the accurate maintenance of the SIMS database for all pupils
- ensuring that all staff in the main office provide a friendly and efficient reception service
- ensuring that the school website is up to date and conforms to legal requirements, as well as being a source of information for stakeholders and a marketing tool
- ensuring the examinations staff deliver a secure and sensitive examinations service
- ensuring that the school minibuses are maintained in accordance with legal requirements and that minibus drivers are appropriately trained
- ensuring that the faculty administration team is organised appropriately to maximise efficiency
- Acting as a data protection lead in the school, responsible for:
 1. Ensuring conformance with all legal requirements, in particular GDPR and the Data Protection Act 2018
 2. acting as a key point of contact for staff in this regard
 3. maintaining and distributing key data protection documents, e.g. the Data Protection Policy, the School Information Asset Register, retention schedule, privacy notices, etc.
 4. overseeing data breaches and maintaining the breach and near miss logs
 5. liaising with the School's externally appointed Data Protection Officer

Catering Management

- ensuring compliance with legislation in relation to H&S, food handling and hygiene
- ensuring the purchasing of fresh food items and dry goods to ensure quality and ensure that they represent value for money
- overseeing the procurement of catering equipment and resources
- overseeing menu changes
- ensuring budget control
- overseeing recruitment and retention

Events Management

- overseeing school trips, visits and events, authorising them in accordance with school policy
- approving costings and risk assessment for trips, visits and events
- advising staff with regard to trips and events
- maintaining and managing the school calendar
- overseeing significant school events e.g. Open Evening

Press and Publicity

- Organising advertising campaigns for key school events, e.g. Open Evening
- Leading on the production of the prospectus and related publications
- Maintaining good relationships with the local press
- Ensuring the production of press articles in relation to key school events and successes in order to maintain a significant and positive public profile.

Human Resources

- informing and advising the Governors Staffing Committee of salary and expense assessments, sickness, maternity and paternity procedures, redundancy and other matters of dismissal in accordance with statutory regulations
- as a member of the Leadership Team undertaking disciplinary investigations and managing capability procedures with regard to support staff as required

Other Duties

This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to upon appointment. All staff are required to read these policies annually and to adhere to them.

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If you have not heard from us within this time frame, I am afraid that on this occasion your application has been unsuccessful. Unfortunately, due to the high response rate that we receive for posts such as these, we are unable to offer feedback on individual applications which are not shortlisted for interview.



Person Specification

Qualifications	Essential	Desirable
Evidence of recent professional development	•	
Diploma of School Business Management		•
1 st /2 nd Class Degree (or equivalent)		•
Should be a qualified CCAB accountant, or equivalent, with some experience in a senior position or a member of the Association of Accounting Technicians who has significant relevant experience, in either a charity or educational institution.		•
Professional knowledge and understanding	Essential	Desirable
Possess a full understanding of Financial matters	•	
Has a proven record of showing good 'business acumen'	•	
Possess high level ICT skills, including excel spreadsheets	•	
Broad understanding of the complexities of managing a wide-spread campus	•	
Knowledge and understanding of basic personnel principles, including employment law	•	
Ability to use dedicated School ICT systems, such as SIMS and HCSS		•
Knowledge and understanding of school administration in academy and comprehensive schools in the UK		•
Leadership qualities	Essential	Desirable
Leads by example while adopting a flexible management style that involves appropriate stakeholders in decision making	•	
Demonstrates a management style that is in keeping with the inclusive caring ethos of the school	•	
Successfully operates at both a strategic and operational level	•	
The ability to formulate a compelling vision, supported by a clear strategic plan underpinned by targets and goals for the school	•	
Ability to manage change and work under the pressure of changing circumstances	•	
Fosters an open, fair and equitable culture and manages conflict	•	
Leads professional development activity for members of staff		•
Personal skills and attributes	Essential	Desirable
Experience of conducting appraisal reviews and fostering a culture of continuous professional development across the workforce	•	
Committed to procuring goods and services for the School that represent the best value for money	•	
Understands the need for confidentiality at all times	•	
Enjoys the challenge of working under pressure and needing to meet deadlines	•	
Has a flexible attitude to their working pattern, adjusting their work to fit with the ebb and flow of work due to the academic calendar	•	
Committed and dedicated to the core values of Hardenhuish School	•	
An understanding of the value of a successful work life harmony for self and others	•	
An excellent communicator (both oral and written) who projects both confidence and competency	•	
Gives and receives effective feedback and acts to improve personal performance	•	



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Headteacher: Mrs L Percy

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