

Stormont House School

Information about the School Business Manager position

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Who are we?

A three-times outstanding special school whose vision is

Achievement for all in a unique world-class school

that

- intends to be the best in the world at what we do
- moved into a brand-new building in January 2014
- provides good staff with the development opportunities to become excellent
- is respected locally and nationally in the education and creative sectors
- believes our pupils deserve the very best from us
- is a designated National Support School, providing high-quality support in areas of the country where it is needed most

What does the job involve?

Ensuring that highly effective and efficient business services support the school's core purpose of providing the best possible educational offer to our students.

What will I be directly responsible for?

- Being a full member of the school's Senior Leadership Team, alongside the Head and Deputies
- Ensuring that we meet and follow all statutory requirements/ policies best practice guidelines, as appropriate
- Growing staff skills through sound line management processes, professional development need evaluations, and performance management systems
- Ensuring that roles, responsibilities, recognition and rewards all remain fit for purpose as the school develops
- Ensuring admin, communication, finance, HR, data, technical, and facilities management functions are effective and efficient
- Ensuring human and financial resources provide very good value for money, allowing savings made to be invested in future development wherever possible
- Having a clear and visible presence; staff and students won't need to know everything you do, but they will need to know who you are!
- Leading, developing and enhancing the practice of other staff, particularly support staff

Who are you?

1. Passionate about the difference schools can make to young people's ability to learn, create, express themselves and become active global citizens
2. A first-class administrative lead with a track record you can speak to
3. Someone who likes to earn their autonomy so that they can be given enough rope to truly lead

4. Likely to have schools experience including relevant software, statutory and reporting requirements but we are open-minded about this if you have something else to convince us
5. Experienced in leading improvement and learning from mistakes
6. Committed to keeping children safe through effective risk assessment systems
7. A self-starting team player with much to offer while still ready to learn
8. Ready to make the most of a rare opportunity to shape inclusion, curriculum, teaching and learning in our school by transforming our 'back-office', infrastructure and communication systems
9. Clear on the priorities for ambitious schools in the current climate
10. Clearer still on what you have to offer us that can move us closer to our school vision

Who are the students?

Our students

1. are fantastic, though not an 'easy ride' in any sense;
2. usually come from mainstream primary school at age 11 as a large secondary school just wouldn't work for them;
3. usually remain here until age 16 or 17 before going onto mainstream local colleges;
4. have a wide range of Learning; Speech, Language & Communication and Emotional Needs;
5. have many strengths and talents as well as difficulties, achieving up to GCSE/BTEC levels;
6. make great strides with their personal, social and academic development during their time here.

What else do you need to know?

- This post has become available due to retirement.
- In 2014 we moved into a brand-new 3-storey building that we helped design; exciting!
- Facilities Management is contracted out, catering is in-house.
- We are a lead school in the Hackney Teaching School Alliance of 17 schools and over 8,000 pupils. Mentoring support is available from a very experienced Business Management Specialist Leader of Education and an established forum of School Business Managers.
- We use SIMS as our MIS, but its use is often compartmentalised rather than integrated to have a wider impact.
- Our budget is currently relatively healthy but, as with all schools, choices increasingly need to be made based on likely or evaluated impact.
- Our pupils have usually been in mainstream primary school before coming here at secondary transfer
- Although they make great strides with their personal, social and academic development during their time here, most pupils will still have considerable difficulties with their learning when they are in KS4.
- Salary is competitive: £50-53k, + possible market supplement.
- We take safeguarding children seriously: employment is not confirmed until a reference for your current/ most recent Headteacher and enhanced clearance from the Disclosure and Barring Scheme (DBS) are received.
- If you think your skills and experiences may not fully fit the bill, but the rest excites you, please discuss it with the Headteacher, Kevin McDonnell.

What do I do next?

- Find out more about the life of the school from our website
- Download more information about the job and the school
- Have an informal discussion with [Kevin McDonnell](#), Headteacher (020) 8985 4245
- Arrange to visit the school
- **Apply** if all of the above 'fit'