



school21

FOR SUCCESS IN THE 21ST CENTURY



Candidate Information Pack:
Business Manager

Welcome to School 21



To join School 21 is to join a community of pioneers – staff and pupils who want to do things differently. Here we think deeply about what we do, we strive to give pupils the most challenging and exciting curriculum possible and we treat each other with respect, kindness and support.

The role of business manager is crucial. Because we are a pioneering school, this is a fast-paced environment with hundreds of visitors coming to look at our practice each year. When full next year, we will be a community of 1200 students and 150 staff, all of whom will need the school to run seamlessly so that we can meet the extraordinary goals we have set for ourselves. So, we are looking for someone who can multi-task, build teams, has attention to detail and has an entrepreneurial spirit. We are also looking for someone who can start to think and plan for the two new schools we are going to open up in the area in the next 2 to 3 years.

So this is an exciting role and you will be joining an excellent team who share a common purpose – to develop young people who can make a difference to the world.

A handwritten signature in black ink, appearing to read 'Peter Hyman'.

Peter Hyman
Executive Headteacher

A handwritten signature in black ink, appearing to read 'Oli de Botton'.

Oli de Botton
Headteacher

Our Story

School 21 is a pioneering new 4 to 18 school in Stratford, East London, for girls and boys and children from all backgrounds.

The three founders of School 21 Peter Hyman, Oli de Botton and Ed Fidoie came together with a shared belief that education must be done differently if we are to prepare young people properly for the world they are going into. Their conviction was that we needed schools to rebalance head (academic success), heart (character and wellbeing) and hand (generating ideas, problem solving, making a difference).

So School 21 has developed a series of pedagogies and approaches that give students the chance to find their voice, develop deep knowledge and understanding, and create beautiful work that has real value beyond the classroom.


This year our sixth form, Six 21, opens and our middle school for years 5 to 8 begins. So, it's an exciting time to be joining the school.



Ofsted “Outstanding”

In June 2014 School 21 was graded as ‘Outstanding’ in all categories, in its first Ofsted inspection since opening. Many of the findings reflected the impact of our innovation: “Pupils across the school make exceptional progress.” “Pupils have excellent attitudes to learning, impeccable manners and show respect for everyone.” Through project-based learning “pupils achieve remarkable standards of work and demonstrated knowledge and skills at levels beyond those expected for their age group.” “Pupils talk and discuss with a maturity and confidence that is remarkable for their years.” “Staff morale is exceptionally high. Teachers at the early stages of their career value the ‘fantastic’ professional development and opportunities to learn from each other. Those with more experience said that they have become much better teachers since joining the school.”


Teaching and Learning at School 21



English Language is at the heart of everything we do with students given the chance to develop their reading and writing skills every day. It's our mission to ensure every student is an avid reader, fluent writer and confident public speaker.

Wellbeing and growth through coaching.

Our small school and small class sizes mean that more time can be spent really understanding the needs of each child. All students join tight-knit coaching groups of 12-15 peers who support each other through their secondary school journey. Our wellbeing curriculum and use of coaching (all teachers are trained in these techniques) mean that all pupils are supported and none fall through the cracks.



Oracy is the ability to communicate effectively using spoken language, and is a key pillar of our approach to pedagogy. Our students engage in high quality talk in a range of settings built into the fabric of the school day. Working with Cambridge University we have developed a groundbreaking oracy programme which is being trialed and developed across the country by our sister organization, Voice 21.

Real World Learning.

We go to great lengths to connect the learning of our students to the world outside the school gates. This culminates in year 10 & 11 where our students spend an afternoon of every week at their Real World Learning placement, working in small teams to solve a challenging and authentic problem faced by their host organisation.



Beautiful Work.

We believe our purpose as an organisation is to create beautiful work that makes a difference to the world. Our school is a place where children craft stunning work with quality end products, for real audiences and as a result of deep teacher collaboration. In addition to teaching through discrete subject disciplines, our teachers collaborate to design and teach projects which tackle authentic issues and seek to create rich, beautiful outcomes of lasting value.



Integration of new technology.

Through sophisticated use of technology including 1:1 iPads, online resources, apps and blogs, students harness the creative power of technology to organise and add value to their learning experience.



Facilities and Environment

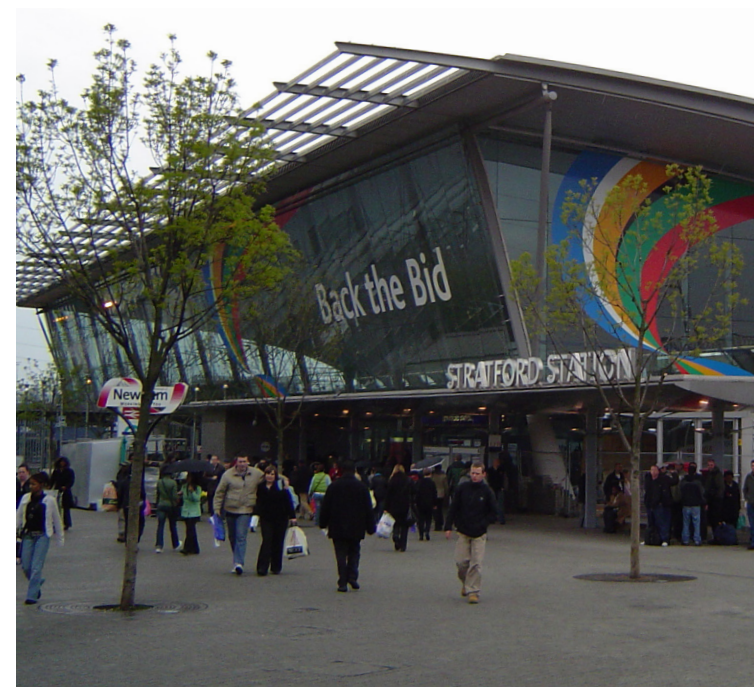
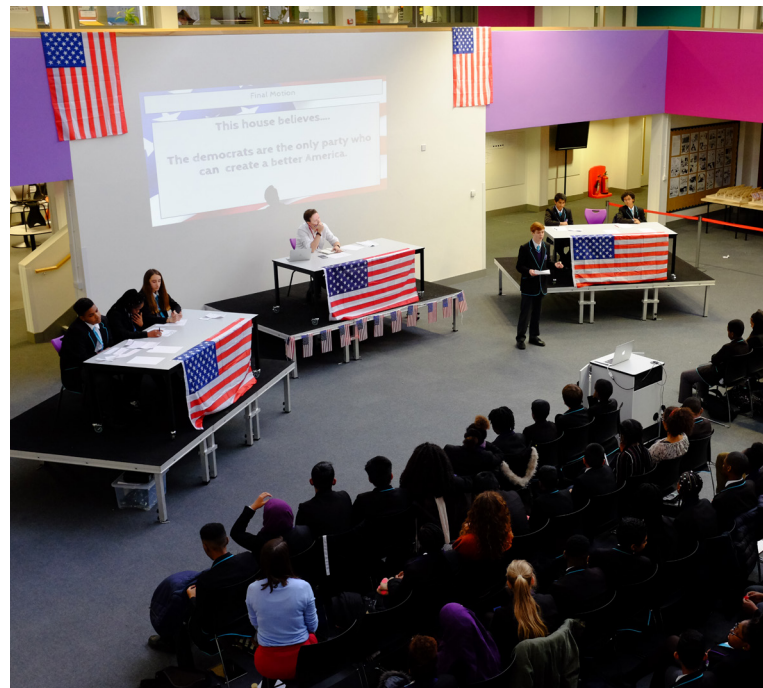
The School 21 site was completed in 2012, and represents an extensive rebuild and redesign of an existing school complex. The founders had considerable influence in the design and layout of the school, including the creation of large courtyard spaces which are used for assemblies, exhibition and break-out teaching spaces. There are also well-equipped specialist teaching facilities including four purpose built-science labs, two workshop spaces, two drama studios, several Harkness rooms, a sports hall and MUGA sports pitch.

Location

School 21 is extremely well located at just 5 minutes walk from Stratford Tube station, Stratford bus terminal, and Westfield Shopping Centre.

With well-established and reliable public transport links throughout the area, Stratford is within easy reach from a wide range of areas and heading into Central London from the school takes about 20 minutes.

Our close proximity to the Queen Elizabeth Olympic Park means there are fantastic facilities on our doorstep and a constant flow of exciting organisations and start-ups into the area.



Job Profile

Title:	Business Manager
Salary:	Circa £45,000 to £65,000 per annum depending on skills and experience
Start date:	Wednesday 3 rd January, or sooner if possible
Contract:	Full time, permanent, subject to an enhanced DBS check

School 21 is a pioneering school in Stratford East London. It is a 4 to 18 school with an entrepreneurial spirit. Our new business manager will help shape the strategy for the school and make sure we have strong finances. Your role will to be lead on all the vital, operational aspects of running the school.

The successful candidate will be entrepreneurial, analytical and a strong communicator with a track record of successfully building teams and complex operations. You will have experience of overseeing and managing finances and budgets that will always be under pressure.

The role will sit on the school’s senior leadership team, and will encompass strategy, operations, contract management, income generation and management of key teams including finance, the front office, HR, facilities and IT.

You will be part of a team of fantastic staff who are trying to reinvent how education is done and will have the chance to play an important part in setting up two more schools in the next two to three years.

About the school

School 21 has a growing reputation for innovation and excellence. School 21 has built strong foundations in a short period of time, confirmed by our most recent Ofsted which was outstanding in all categories. There was strong recognition for the ethos and approach of the school:

“Pupils across the school make exceptional progress.”

“Staff morale is exceptionally high. Teachers at the early stages of their career value the ‘fantastic’ professional development and opportunities to learn from each other. Those with more experience said that they have become much better teachers since joining the school.”

Through project-based learning “pupils achieve remarkable standards of work and demonstrated knowledge and skills at levels beyond those expected for their age group.”

“Pupils talk and discuss with a maturity and confidence that is remarkable for their years.”

Job description

Key Responsibilities	<ul style="list-style-type: none">• Strategic and Operational Leadership Assisting the Executive Headteacher and Headteacher to lead on the school’s long and short-term planning, driving the strategic planning process for all of the school’s key objectives and ensuring that the rest of the SLT and Governors have access to the management information to enable them to make informed decisions• Ensuring that the school makes the best possible use of resources and is working within budget, ensuring best value and is compliant with all legislation and regulations around its finances;• Ensuring that the school’s buildings are maintained efficiently and safely line managing the Facilities Manager; to follow the Health and Safety practices and support the effective operation of all facilities;• Working with the school’s HR team to implement and review policies, oversee the Single Central Register and lead on staff absence, sickness and other processes;• Providing the best possible business support to the Senior Team, teaching staff, parents and pupils by leading and managing the administrative team and front office so that they are a high-functioning and motivated team;• Establishing the right processes and routines for non-teaching services so that the school runs smoothly;• Managing the external providers offering key services to the school. Including ICT, cleaning and catering to provide excellent services and best value;• Reporting to governors’ finance committee;• Overseeing major works including the opening of two new schools and the buildings associated with those;• Generating income including from lettings, fundraising.
Qualifications	<ul style="list-style-type: none">• Qualified to degree level and above;• Qualified to work in the UK;• School Business Management qualification desirable but not necessary.
Experience	<ul style="list-style-type: none">• Strong operational experience, ideally has worked in a senior management role in a socially focused organisation;• Experience working in schools or other public sector organisation desirable.
Skills and Attributes	<ul style="list-style-type: none">• Should include organisational development, personnel management and strategic planning expertise along with financial planning and analysis;• Excellent interpersonal and communication skills, with an ability to build strong, high-functioning teams;• Flexible and able to multi-task, able to work within and bring clarity and robust systems to a fast moving environment;• Responsive to organisational needs—able to craft systems and processes that are fit for purpose;• Have the belief that all children, whatever their background, deserve an education that prepares them for the demands of the 21st century.

How to Apply



To apply for this role, please complete the online form for this role, which can be found in the careers area of the School 21 website.

In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

If you wish to have an informal discussion about this role, please email Anne Shaker at careers@school21.org.uk

School 21 is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.