

Rhyl Community Primary School



Application Pack for the post of School Operations and Business Manager



contents

**Letter from the Executive
Head Teacher**

1

Copy of Advert

2

Job Description

3

Person Specification

6

Additional Information

7

Letter from the Executive Head Teacher



Dear Applicant,

Thank you for your interest in the post of School Business and Operations Manager at our school. We hope that you enjoy looking through the information provided, and that you decide to apply and join our great team.

Rhyl Community Primary School is a very happy school with genuinely fantastic staff and really lovely children. We are a two form entry primary school across two school sites. We merged with another local primary school in September 2021 and are proud to have opened a 2 year old provision, extensive family and adult learning with a children's centre and community hub development. Rhyl is a unique school in Camden and leads the way as a school serving the community with extensive wrap around services. It is a very exciting time to join our school as we continue to expand and develop.

This is a vital role. The Governing Body is looking to appoint an exemplary, experienced leader with a proven track record, high expectations and very good interpersonal skills. We have an ambitious vision for the school and our learners, but this won't be possible unless all the non-academic functions of the school are being carried out efficiently and to the highest possible standards.

The premises and facilities, financial and human resources sides of the school's work require strategic management and leadership from an individual who is ambitious for our children, has their welfare at heart and wholeheartedly supports the vision for our school. The successful candidate will be responsible for managing all of the business functions of the school and for co-ordinating these across two sites with responsibility for managing the premises and services for the Community Hub and Children's centre.

You will need to have experience of managing a budget and providing reports and recommendations to senior line managers, managing personnel and premises staff and experience of premises and organisational management. You will need excellent interpersonal and organisational skills as you will be working with a wide range of staff and external professionals. You need to want to work in an environment where children are the most important people and where their needs are prioritised.

A part time position would be considered for the right person, working 3 or 4 days per week. The school has a finance officer 3 days per week to carry out day to day financial responsibilities and provide support to the Business and Operations Manager. Due to the strategic responsibilities of the role, the successful candidate is required to work during some school holiday periods to supervise building works and contractors as well as facilitate the community and children's centre services. Annual leave will be taken during school holiday periods.

We are keen to recruit only the very best candidate to join our team. Think about your skills, expertise and ambitions carefully and apply for the post with us if you like what you read. We are looking for a talented leader to further enrich our school and further develop our provision to meet the needs of our families and community.

If you like the sound of this post, then come and have a look for yourself or telephone to find out more. The closing date for applications is Monday 23 January at 12pm and interviews will take place on Thursday 26 January 2023. Only shortlisted candidates will be contacted. I hope that you find the enclosed information helpful and I look forward to meeting you, and showing you a little more of what makes Rhyl Community Primary School so special.

With best wishes

A handwritten signature in blue ink that reads "Helen Connor".

Helen Connor
Executive Head Teacher

Rhyl Community Primary School

SCHOOL BUSINESS MANAGER

42 weeks per year, 35 hours per week (8am-4pm)

Salary: PO3 £40,155-£43,356 pro-rata

Required as soon as possible

We invite applications from enterprising and flexible individuals with energy and vision, to join our senior team as our new School Business Manager. Rhyl Community Primary School is a happy and inclusive two-form entry primary school in Kentish Town. We are a forward thinking and creative school with exceptional children who are keen to learn and a committed and friendly staff team. We are looking for an experienced and skilled candidate who can provide strategic vision and leadership in all aspects of school administration, in particular Finance, Premises and Facilities and Human Resources.

You will:

- Have good interpersonal and leadership skills
- Demonstrate excellent communication skills
- Be highly organised, reliable and able to use time management skills effectively
- Have high expectations
- Be approachable and friendly
- Possess self-motivation and initiative to work as part of a team as well as individually
- Have excellent numeracy and literacy skills
- Have the qualification for School Business Management or a willingness to undertake the training

The successful candidate will have confidence and experience in strategic planning at a senior level; school administration and management; finance; budget planning and implementation; procurement; human resources; facilities management; governance and the ability to head varied teams of support staff in a school environment. Above all, you will be flexible and well organised and able to manage time efficiently.

We offer:

- A happy and supportive working environment with high expectations and standards
- A supportive and inclusive school community where everyone is valued
- Excellent professional development and training opportunities
- A welcoming, friendly and talented staff team and supportive and active Governing Body

If you think this might be the job for you, please come and visit us. Please contact Llŷr Carvana, the Executive Head Teacher's Executive Assistant at llyr@rhylprim.camden.sch.uk to make an appointment. Application packs and candidate information are available in the 'Vacancies' section of the school website. Shortlisted candidates will be notified by telephone.

Closing date for applications: Friday 10 June at 12pm

No agencies please

Rhyl Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be taken up before interview and successful candidates will need to undertake an enhanced DBS check

Job Description



SCHOOL BUSINESS AND OPERATIONS MANAGER

Hours per week:	35hrs per week 42 weeks per year (Full time)
Contract:	Permanent Part time / Full time
Grade:	SM2 Point 4-11 (pro rata)
Responsible to:	Executive Head Teacher
Responsible for:	Administrative and Premises staff

Main Purpose of Post

The post holder will be required to maintain a Business and Operational infrastructure to support all aspects of business management. They will take the strategic lead in the effective and efficient development, provision and operation of financial, administrative and all other support services for the schools, ensuring best practice and financial stability and growth. This is a key role embedded in the leadership and management of the school. The Business and Operations Manager will be expected to attend both Premises and Finance & HR committees of the Governing Body as well as full GB meetings.

In particular, the Business and Operations Manager will:

- Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
- Lead on all aspects of finance, personnel, premises and facilities, including building projects, health & safety management and whole school administration, under the direction of the Executive Head Teacher and Governing Body.

Main Duties and Responsibilities

Strategic Role

1. Assist the Executive Head Teacher with the strategic leadership of the schools, improving organisational structures and ensuring that the schools, the staff and resources within them provide an efficient, effective and safe learning environment.
2. Lead on appraisal and line management for the administrative and premises staff that celebrate excellent practice and support staff to improve and develop in their role.
3. Develop strong and constructive relationships with outside agencies capable of supporting the improvement of the school and extended services on both sites, in particular Camden Learning and Camden Local Authority.

Strategic Financial Management

1. Strategic planning in light of government legislation and directives, long-term trends and developments in school funding and public finances.
2. Oversight of financial and payroll procedures, ensuring that all aspects are managed in accordance with agreed policies, timetables and financial regulations.
3. Work with the Finance Officers to prepare projections of income and expenditure, and monitor income streams and expenditure cost centres for agreed budgets areas.
4. Ensure that the finance systems are compliant with the SFVS.
5. Use financial management information, including benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Executive Head Teacher and Governing Body accordingly.
6. Monitor all accounting systems, ensuring that a full reconciliation is undertaken at least once per month.
7. Prepare financial returns for the Local Authority, DfE and other central and local government agencies as required.
8. Use the agreed budget to actively monitor and control performance to achieve value for money.
9. Prepare for approval by the Executive Head Teacher and Governing Body the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular financial management reports (including 3-year budget forecasts) and to report on the financial state of the school to the Governors Finance and Resources Committee and Full Governing Body.
10. Oversee the day-to-day finances for both schools, through effective delegation of duties to the Finance Officer
11. Monitoring the bank accounts and central funds and the completion of month-end procedures and quarterly returns.
12. Present timely and fully costed proposals, recommendations or bids.
13. To oversee the administration of the asset register.

14. To take a leading role in fundraising including:
 - Securing bid-based competitive funds,
 - Preparing and submitting applications for grants.

Procurement Management

1. Oversight of the procurement and management of resources, including regular audits.
2. Prepare work specifications for tender, assist with the selection of contractors and report to the governing body as required.
3. Accountable for the management and tendering of service contracts, with a view to achieve cost effectiveness
4. Managing LA provided SLAs for both school premises and infrastructure support including IT services.

Facilities and Premises Management

1. Line manage premises staff across the school sites.
2. Oversight of capital expenditure on buildings, grounds and ICT; supporting with the placing of contracts, and appointment and project management of contractors.
3. Lead all operational aspects of school building developments and liaise closely with Camden Local Authority officers to ensure works take account of school operational considerations
4. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
5. Oversight of preparation of major projects; e.g. assisting in the preparation of outlining specifications, obtaining tenders, liaising with architects/project managers, and ensuring that the build programme is carried out according to the budget and agreed plans.
6. Ensure high quality maintenance, security and upkeep of the school sites and buildings and work with the Site Officers to ensure efficient security, heating, cleaning, maintenance and repair of school buildings and all associated fittings are carried out.
7. Oversee the management of the maintenance of the school sites and ensure the continuing availability of utilities, site services and equipment.
8. Obtain quotes for works to be carried out and follow sound practices in site management.
9. To be responsible for all services that relate to facilities management e.g. grounds, cleaning and other maintenance and service contracts, ensuring best value.
10. To have oversight of contractors regarding work being carried out at the school.
11. Manage the letting and use of school premises to external organisations and Camden Services, for the development of extended services and local community requirements.

Administration Management

1. Manage the whole school administrative function and lead administrative staff across both sites.
2. To be responsible for the management of the school's administrative and financial systems.
3. To ensure that all necessary licenses and permissions are obtained and updated.
4. To oversee and maintain accurate records of safeguarding procedures under current legislation including the administration and updates of DBS checks.
5. To cover for absent colleagues in the office or ensure their duties are covered by others.
6. To review IT systems and ensure they are up to date and advise the Executive Head Teacher on any new developments which may improve the efficient administration of the school.
7. To be responsible for training administration staff in systems of use in school.
8. To maintain confidential and general filing systems.
9. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
10. Ensure contingency plans are in place in the case of technology failure.

Human Resource Management

1. Manage the payroll services for all school staff and maintain staffing records and documentation including matters relating to salaries, sickness, occupational health referrals, leave and other absences in line with school policies.
2. Maintain up to date staffing records.
3. Prepare salary assessment forms, leavers and changes forms for the Executive Head Teacher's approval.
4. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements and safer recruitment practice.
5. Seek and make use of specialist expertise in relation to HR issues and answer, as first point of contact, enquiries relating to the conditions of service of staff, and liaise with the Executive Head Teacher and LA Human Resource team as required.
6. To be responsible for maintaining an up to date Single Central record in line with statutory requirements.

Health & Safety

1. As the health and safety lead officer for both schools, ensuring compliance with all health and safety requirements.
2. Maintain and develop systems, policies, procedures and working practices; including the measures to be taken in the event of emergencies.
2. Act as one of the lead fire officers, ensuring emergency procedures are current and fit for purpose for both schools.
3. To formulate monitor and implement the school's Health & Safety policies to comply with the requirements of Health & Safety at work and other legislation.
4. To implement risk management and loss prevention strategies across both schools to reduce insurance costs.
5. Be responsible for ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Health and Safety Committee, Governors and where appropriate the Health & Safety Executive.
6. To ensure that all appropriate security systems are maintained, including security of access to the system and security of information.
7. Through effective line management of the premises staff, to ensure that:
 - All appropriate risk assessments are undertaken identify hazards and associated risk involved,
 - Equipment for fire protections against and escape form fire is installed and maintained,
 - Regular fire practices and alarm and emergency lighting tests are undertaken and appropriate records kept,
 - Regular equipment testing takes place.

Additional Duties

1. As a key member the senior staff team, play a full proactive part in the life of the community of the school and extended services, supporting in the implementation the vision and ethos.
2. Represent the school at relevant working groups and meetings as required by the Executive Head Teacher.
3. Report to governors at Full Governing Body meetings and relevant committees.
4. Commit to safeguarding and promoting the welfare of children and young people.
5. Take responsibility for own professional development by actively seeking formal/informal learning opportunities at work/off site and by actively engaging in the school's CPD procedures.
6. To undertake other duties as is reasonably directed by the Executive Head Teacher.

This job description does not define all the duties and responsibilities of the post. It will be reviewed annually or earlier if necessary and amended at any time after consultation with the School Business and Operations Manager.

School Business Manager Person Specification



Qualifications

- 1 Degree level or equivalent at professional qualification level
- 2 Financial Management qualification or equivalent experience with demonstrable competency

Experience and Knowledge

- 1 Minimum of 3 years successful management experience, across Finance, Procurement, Human resources and Facilities management
- 2 Experience of managing procurement, external contractors, suppliers etc.
- 3 Experience of financial, resource and cash management and of using a financial management and accounting system
- 4 Advanced IT skills, including a good understanding of IT systems and the ability to develop them as well as excellent skills in the use of Microsoft packages
- 5 Proven experience of setting high standards and operating within a best practice framework
- 6 Evidence of good interpersonal skills and the ability to work as a member of a team
- 7 Ability to work co-operatively with all members of the school community, the Local Authority and relevant agencies
- 8 Evidence of the ability to communicate clearly and concisely both orally and in writing
- 9 Evidence of an understanding and commitment to Equal Opportunities

Skills, Knowledge and & Personal Qualities

- 1 Ability to manage a team and the personal qualities required to set an example to others, including the ability to motivate and lead others
- 2 Ability to work under pressure on own initiative and meet deadlines and manage time efficiently
- 3 Energy, commitment, enthusiasm and a flexible approach to working
- 4 Excellent written and verbal communication skills
- 5 Ability to prioritise and to remain calm under pressure
- 6 Understanding of good management practices and the policies and systems to support them
- 7 Ability to work co-operatively with all members of the school community, the Local Authority and relevant agencies
- 8 Evidence of an understanding and commitment to Equal Opportunities

Desirable

- 1 Experience of marketing to secure fundraising and building networks and partnerships
- 2 Experience of project management
- 3 Good working knowledge of employment law
- 4 Awareness of Data Protection legislation

Additional Information



How to Apply

The application deadline is 12pm on 23 January 2023. Application forms must be returned to Liÿr Carvana, Executive Assistant to the Executive Head Teacher, Rhyl Community Primary School, Rhyl Street, London NW5 3HB. Applications can also be emailed to Liÿr Carvana at llyr@rhylprim.camden.sch.uk.

Visits can be arranged by contacting the school on 020 7485 4899.

Candidates are asked to complete the standard application form and to submit a supporting statement addressing the Person Specification and Job description. Shortlisted candidates will be required to complete a self-declaration form which will be provided by the school.

References

Candidates are advised that references will be taken up immediately after shortlisting. The post will be offered subject to satisfactory pre-employment checks.



Rhyl Community Primary School

EYFS & Year 1

196 Grafton Road, London NW5 4AX Tel: 020 7485 1947

email: office@rhylprim.camden.sch.uk

Year 2 – Year 6

7-31 Rhyl Street, London NW5 3HB Tel 020 7485 4899

email: admin@rhylprim.camden.sch.uk

www.rhylprim.camden.sch.uk

Executive Head Teacher: Helen Connor

