



THE MEAD SCHOOL BUSINESS MANAGER

Candidate Pack

Apply by: 9 November 2020

Start date: 1 January 2021



The Mead School is a thriving co-educational prep school for around 240 pupils, situated in the heart of Tunbridge Wells, approximately 400 metres from the historic Pantiles.

The school is a true community; sited in a large Victorian villa which has undergone vast physical changes and additions to accommodate the numbers and the requirements needed to provide a first class education for the twenty first century. It is run as a large family living under one roof. A child who is happy and secure in school is one who is going to learn, thrive and aspire. School must be an exciting, fulfilling and safe place where every day, whether you are aged three or eleven, is a new adventure and positively anticipated.

The school enjoys a reputation of high academic standards within a caring, happy environment. Children are prepared for the highly selective Tunbridge Wells and Tonbridge Grammar Schools as well as a wide range of Independent and maintained secondary schools. Care and consideration is given to ensure each child enters the secondary school best suited to their needs.

The Mead strongly believes that every child should feel success, realise potential and become life-long learners. To this end the development of the 'whole child' is at the heart of all it does. For a child to achieve their academic potential they must be given the opportunity to explore and develop physically, culturally, morally, socially and spiritually. A wide range of extra-curricular activities and educational visits are offered to suit and attract each individual and thus provide the self-confidence and motivation to enable pupils to explore and develop their personal strengths and interests. Each child is taught to have courtesy and consideration for others, whilst individual goals and talents are encouraged, stimulated and nurtured to develop the whole personality.

WISHFORD SCHOOLS

In May 2016, The Mead School joined the Wishford Schools group. Founded in 2011, the group comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

THE OPPORTUNITY

We are looking for a dynamic, versatile leader with a can-do attitude. The successful candidate will be dedicated to supporting the provision of exceptional learning experiences for all our children.

Candidates are sought who can demonstrate a track record of successful management and particular aptitude for:

- Communication and relationship-building;
- Attention to detail, effective time management and prioritisation skills;
- Versatility and adaptability; and
- Commercial decision making.

A full job description and person specification can be found in this pack.

REMUNERATION

Competitive salary and benefits package, including potential for school fees remission.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should use the TES online application form, or complete the school's application form and submit by email to hr@wishford.co.uk. The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 12 noon on Monday November 9th 2020.

This role will commence January 2021.

CONTACT DETAILS

If you have any queries or would like further information, please contact the Wishford Schools HR team, hr@wishford.co.uk.

The Mead School are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

School Business Manager

Job Description, October 2020

Responsible To:	Headmaster
Responsible For:	Administration and Support Team
	Site Management Team
	Catering Team
	Contract Cleaners

Overview:

1. The School Business Manager is the school's lead support staff professional and works as part of the Senior Leadership Team to assist the Headmaster to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff.
3. The School Business Manager promotes the highest standards of professionalism and customer service within the administrative function of the school and ensures the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager is responsible for: Financial Management, Administration Management, Human Resources, Property Management, Health & Safety, First Aid, Compliance, Transport and Educational Visits.

In addition to the roles and responsibilities outlined below, the Business Manager is, above all else, responsible for the smooth running of school business. This will involve working closely with all staff to ensure the efficient and effective running of the school day as well as realigning priorities during busy periods or unforeseen events. The children's safety and happiness and the quality of the education they receive should be the driving force of all actions and decisions

Principal requirements:

Leadership & Strategy

- Attend Senior Leadership Team meetings.
- Attend Management Team meetings
- Plan and manage change in accordance with the School Development Plan.
- Draft the School Development Plan in conjunction with the Head for non curriculum based planning.
- Work with other schools within the Wishford Schools group to share best practice.
- Act at all times as an ambassador for the school, promoting the school's aims.

Financial Management

- To ensuring that fees are received promptly by:
 - providing timely information to the finance team;
 - checking that invoices sent to parents are accurate; and
 - liaising with parents to resolve queries.
- To be responsible for accounts payable including:
 - ensuring correct authorisation procedures are followed prior to the placing of orders; and
 - checking and providing invoices to the finance team for processing on a timely basis.
- To manage relationships with suppliers, ensuring that best value procurement procedures are followed in relation to all school expenditure.
- To manage and approve staff payroll and expenses.

- To assist in the preparation and management of annual budgets and to review and act on budget variance reports produced by the Finance Team.
- To assist in the preparation for the year-end audit.
- To ensure that the financial policies and procedures of the group are fully implemented.
- To be responsible for submitting Early Years Funding claims.

Administration Management

- To manage the school's administrative function.
- To be responsible for the smooth operation of the 'Front of House' staff to ensure a warm, welcoming reception for parents, prospective parents and visitors.
- To lead and manage the administrative staff (Head's PA / School Secretary / Registrar / Marketing Manager) including managing workloads of the team to ensure an appropriate and efficient distribution of tasks.
- To foster a service orientated, 'can-do' approach and a culture of support within the team.
- To appraise all direct reports annually in line with school policy.

Regulatory Compliance

- To maintain a thorough understanding of the regulatory framework, including the Independent School Standards, the EYFS, Health & Safety requirements, etc.
- To manage the system for monitoring and updating School Policies.
- To ensure the school is 'Inspection ready' in conjunction with the Head and Deputy Head at all times.

Human Resource Management

- To support the Head with planning staffing requirements.
- To manage electronic personnel files and records including overseeing and verifying pre-employment checks and ensure that the Single Central Register is kept up to date.
- To assist with the management of recruitment, appraisal, staff development, grievance, disciplinary and redundancy procedures, taking specialist advice to ensure compliance with legal and regulatory requirements, taking appropriate advice.
- To manage the training records of all staff to ensure all staff are appropriately trained.
- To be responsible for the selection, deployment, management, appraisal, dismissal or suspension of the non-teaching staff in the school, in accordance with the Head's wishes.
- To manage and record holidays and sickness for all the school's employees and ensure that the school's policy is followed.

Facilities & Property Management

- To supervise the Site Manager's management of the School buildings and grounds, ensuring the correct prioritisation and completion of maintenance requests.
- To manage improvement works to the property, including obtaining quotes and appointing contractors in accordance with policy.
- To arrange the safety and security and effective maintenance of the facilities and assets of the school.
- To be the point of contact for alarm / police etc.
- To be responsible for the ordering of maintenance and grounds materials.
- To manage internal and external events including liaising with School Staff, Friends of The Mead, and external hirers and holiday club lettings.

Health & Safety, Fire Safety & First Aid

- To act as the school's Health & Safety Co-ordinator.
- To ensure the school's written Health & Safety policy statement is clearly communicated and available to all stakeholders.
- To ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change and to facilitate regular consultation with stakeholders on health and safety issues.
- To ensure systems are in place to enable the identification of hazards and risk assessments.

- To ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Management Team, the Directors and where appropriate the Health & Safety Executive.
- To maintain all Health and Safety (including fire safety) records.
- To ensure the whole school's training is up to date and at an appropriate level.
- To maintain all first aid records.
- If suitably qualified, to undertake first aid as and when required.

IT & Data Protection

- To liaise with the group IT Team about systems hardware, software, licencing and systems within the school for staff and pupils.
- To support (with the Site Manager) all members of staff and all pupils with IT (computer, interactive white boards, printer etc) requirements.
- To ensure the whole school's training is up to date and at an appropriate level.
- To ensure compliance with and effective systems to report and monitor the GDPR.

Other

- To co-ordinate the use and maintenance of the school's minibus.
- To manage all trained road crossing operatives and liaise with Kent County Council as and when required.
- To act as the school's Educational Visits Coordinator, ensuring the Educational Visits policy is adhered to at all times, and is subject to review and assessment at regular intervals.

Person Specification

The successful candidate will have the following skills, experience and qualities:

- Leading by example in honesty and integrity when dealing with the school community.
- Energy, enthusiasm and commitment to delivering the successful development of The Mead School.
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues.
- Attention to detail.
- 'Can-do' flexible attitude.
- Leadership qualities including authority and empathy to connect with and inspire colleagues.
- Excellent management skills including the setting of clear goals, effective delegation and time management, an understanding of the importance of performance management and appraisal.
- Experience of managing a team of colleagues.
- Strong IT skills including a good working knowledge of Excel, Word and Outlook.