



Sherwood Park School

Job Description & Person Specification

Job Title: School Business Leader

Sherwood Park School is a special school with two very different campuses in Carshalton and Wallington. Our amazing pupils have a range of learning and support needs, including learning disabilities (profound or severe learning), physical disabilities, medical vulnerabilities and many of whom have learning and support needs related to their specific neuro-type, with one of our campuses designed specifically for autistic pupils.

We are extremely passionate about “breaking the mould” to ensure our pupils receive the education they deserve and which will enable them to leave the school reaching their potential and confident in who they are. The school has undergone significant growth and change in the past five years and we are looking for a highly skilled Business Leader who has successful experience of working in a school and reviewing, building and developing high performing teams to deliver stability, inspirational business leadership to a team of highly dedicated staff and to sustain the excellent relationship with have with our Local Authority.

This is a broad ranging role with high levels of autonomy and accountability - working closely with the Executive Headteacher as part of the executive team. Our school requires a highly committed and competent individual who knows how to take forward a school business and operations team across three campuses (1 just starting and 2 the same size as a standalone special school). This is a challenging role and one for someone who wants to make their mark in a growing, successful special school.

Whilst the role is a challenging one, you will be joining a highly supportive executive and senior leadership team who are committed to your support and success.

Job Description

Post reporting to: The Executive Headteacher

Responsible for: Office Manager / team
Finance Manager / team
Human Resources Manager / team
Premises Manager / team
Network Manager / team

Overall Purpose of the Post

- The School Business Leader is the school's leading support staff professional and an integral part of the Senior Leadership Team and plays a significant role in the strategic development of the School.
- The School Business Leader will have overall responsibility for the strategic development of the school from a business, infrastructure and sustainability perspective - leading with a significant amount of autonomy.
- The School Business Leader is responsible for professional leadership and management of the school support staff, in partnership with teaching staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in school.
- The School Business Leader promotes the highest standards of business ethos with the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

The School Business Leader has core accountability for:

- Leadership and Strategy
- Financial management and control including strategic budget setting and forecasting
- Administrative management for the school, including school office network management and catering
- Premises management
- Health and safety
- HR management
- Data Protection
- Risk Management including effective upkeep of the risk register, ensuring it accurately identifies key risks and mitigations.

Leadership and Strategy

To be an integral member of the Schools Leadership Team and play a significant role in the strategic development of the School, to include

- Attendance at Senior Leadership/full Governing Body and appropriate Governor's sub-committee meetings and other appropriate evening meetings will be required as per the necessities of the role

- Plan and manage change in accordance with the School Development and Improvement Plan (SDIP)
- Lead, manage and develop all school support staff, particularly support staff middle leaders.

To support in the day to day running of the school, to include,

- To have a visible presence around school ensuring high standards of behaviour and encouragement of students
- Support colleagues to ensure the operations and support side of the school is working effectively, managing any issues that arise efficiently and effectively.

Administrative Management

To be responsible for the effective management of the day to day administration of the school, the office staff and network manager and the MIS systems to include;

Administration

- Management of the school calendar
- Preparation of supervision rotas for duties around the school site
- Management of the MIS systems and other supporting software
- Management of the EHCPs administration and organisation
- Management of all communication to all stakeholders

Network Management

- To develop, manage effectively and maintain the School's networks, systems and resources (fixed and consumable) in direct support of teaching and learning and administration services throughout the School.
- consider approaches for existing use of future plans to introduce or discard technology in the school.

Financial Management

To take responsibility for the schools strategic financial planning and to oversee the work of the school's finance manager, to include,

- Preparing, monitoring and evaluating the school budget.
- Carrying out year end and reporting procedures for submission to The Governing Body
- Devise an income generation plan to support the school budget
- Plan the school's long term financial strategy.
- To keep the Headteacher fully briefed in a timely way, in relation to risk and variants in the budget.

Human Resource Management

To be responsible for the management of payroll, pensions and human resources and to oversee the work of the HR Manager and team to include,

- ensuring all staff are paid in accordance with their agreed pay and conditions
- provide guidance on conditions of service, policy and procedure on HR matters, such as recruitment, appraisal, and development for all staff
- ensure that systems and policies are in place and adhered to so that everyone feels valued and respected at the school.
- Manage the school staff absence procedures and software.
- Ensuring compliance with all safeguarding requirements (KCSIE, Safer recruitments, SCR etc)

Facility & Property Management

To be responsible for the Premises Manager and the effective organisation of Premises team, to include,

- Maintenance of the school buildings to provide a safe and effective environment for learning.
- Overseeing contracts and capital projects
- Ensuring the school's facilities are kept in a fit for purpose state and are compliant with all relevant legislation.
- A proactive approach to the development and maintenance of the school estate
- Set up and oversee the school Letts

Health & Safety

To act as the School's Health and Safety Officer, to include,

- Ensure the health and safety policy is implemented at all times and put into practice and is subject to review an assessment at regular intervals or as situations change.
- Offering advice and support on health and safety issues
- Carry out the role of Educational Visits Coordinator

To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher

This job description sets out the key outcomes required. It does not specify in detail activities required to achieve these outcomes or to fulfil the role of School Business Leader. The nature of this role means that there will be additional tasks and projects identified.

SAFEGUARDING RECRUITMENT STATEMENT

Sherwood Park School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check.

Person Specification

Candidates should ensure that they meet the essential criteria for qualifications and provide supporting evidence

Qualifications & Training	Essential	Desirable
1. Recognised Business/Finance Qualification	Yes	
2. Degree/School Business Management specific qualification		Yes
3. Evidence of sustained participation in Continuing Professional development	Yes	
Experience		
4. Successful experience of leadership roles	Yes	
5. Successful experience of strategic planning and growing teams whilst managing operational priorities	Yes	
6. Previous experience as a School Business Leader of a special school or a school with a SEN base.	Yes	
Skills and Qualities		
Leadership		
7. Ability to prioritise effectively and manage expectations effectively through communication.	Yes	
8. Ability to lead, motivate, provide clear vision and innovation	Yes	
9. Ability to think clearly, incisively and strategically	Yes	
10. Ability to communicate effectively with all stakeholders	Yes	
11. Ability to delegate responsibility	Yes	
12. Ability to set high standards and to provide focus for improvement	Yes	
Management		
13. Ability to manage change and to monitor its impact	Yes	
14. Ability to maintain and enhance effective systems for a smooth running of the school	Yes	
15. Ability to manage school resources such as, Administration, HR, Payroll, Finance, IT, Catering, Premises and Health and Safety	Yes	
16. Ability to manage school teams and colleagues.	Yes	
Skills and Qualities		
17. Ability to establish positive relationships with staff, students and stakeholders	Yes	
18. Ability to communicate with staff, parents, Governors and the wider school community effectively in writing and orally	Yes	
19. Ability to deal sensitively with people and resolve conflicts	Yes	
20. Ability to listen and respond appropriately	Yes	
Attitude		
21. Demonstrate a commitment to safeguarding and promoting the welfare and development of young people	Yes	
22. Demonstrate a positive and “can do” attitude at all times.	Yes	
23. Committed to continuing school improvement	Yes	
24. Committed to the development of the professional and personal wellbeing of all staff	Yes	

Sherwood Park School – School Business Leader

25. Committed to equal opportunity and celebrating diversity	Yes	
26. Committed to the school's values, vision and ethos.	Yes	