



# Edgbarrow School



## CANDIDATE INFORMATION BUSINESS MANAGER

EDGBARROW SCHOOL Grant Road, Crowthorne, Berkshire. RG45 7HZ TEL: 01344 772 658

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[www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk)

Dear Applicant

Thank you for taking an interest in the advertised post at Edgbarrow School. We hope you find the information helpful in making your decision to proceed further in the application process. We make every endeavour to provide all candidates with equality of opportunity in the selection process. If you have any additional queries, please do not hesitate to contact the school.

Edgbarrow School is an 11-18 mixed comprehensive academy and is a founder member of the Corvus Learning Trust. The school serves the students of Crowthorne Village in Bracknell Forest. There are approximately 1500 pupils on role of which 400 are in the sixth form. Further information regarding the school can be obtained by visiting the school website at [www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk).

Applications from suitably qualified and experienced candidates are welcomed via the online application system and any queries emailed to [recruitment@edgbarrowschool.co.uk](mailto:recruitment@edgbarrowschool.co.uk). This post is subject to an enhanced criminal record check and references.

Edgbarrow School is an outstanding, happy, and caring school and we look forward to receiving applications from suitable candidates for this important post. I would like to take this opportunity of expressing my best wishes to all those who apply and, whether or not you are successful in this particular application, to wish you success in your future career.

Yours sincerely

**Mr Stuart Matthews**

**Headteacher**

# School Information & Vision



Thank you for your interest in this post. The enclosed literature is intended to give a better understanding of Edgbarrow School.

Edgbarrow School is a larger than average secondary school, one of six secondary schools within the Bracknell Forest borough, and the only one in the village of Crowthorne. The school is regularly oversubscribed, attracting over 460 applications for 210 places in 2022. The sixth form has grown considerably in the last five years (300 to 400).

We are very fortunate to have a stable, professional and highly committed group of teachers and support staff who work together to ensure that each student receives the best educational experience. Visitors, including parents, contractors and outside agencies frequently comment on the positive atmosphere that pervades the school, from a warm welcome at our reception that continues to be felt around the site. We are very proud of our students' attitude towards their school, learning and the way they behave.

## **Our Vision**

Edgbarrow School is a learning community where all students and staff:

- Enjoy school life and are supported in achieving their full potential in their academic, creative and physical, moral, spiritual and personal development.
- Understand that learning and teaching have the highest priority and benefit from working within a vibrant, purposeful environment.
- Know that they can make a positive contribution and are valued as individuals, fostering mutual respect within a safe, caring and supportive community.
- Have the opportunity to develop their talents and acquire skills for life-long learning in an increasingly technological society.
- Are encouraged to be confident, motivated, healthy, enterprising and responsible citizens.

In order to help you understand the school and our priorities, we have tried to identify what defines Edgbarrow for those of us who work here. These can be summarised under the following headings:

## 1. Achievement

- Attainment – excellent results at all key stages
- Progress – excellent progress made by all students

## 2. Reputation

The school at the centre of the community that trusts its young people will be cared for and provided with opportunities to develop all skills and talents

## 3. Ethos

Staff and students enjoy purposeful working relationships to learn together in a safe, happy environment

## 4. Ambition

Purposefully driven to be constantly improving by committed and hardworking governors, leaders, teachers and support staff reflected in the manner in which students engage and behave

## 5. Post 16 Learning

Provision of an excellent resource to build a bridge between school and Higher Education or work.



# Job Description



<b>Job Title:</b>	Business Manager
<b>Aim and main purpose of the job</b>	<p>The Business Manager will lead on all financial aspects of the school's affairs, including business planning, accounting and audit, budgetary oversight and controls, and reporting internally and externally. The Business Manager will provide key advice on strategy and finance to the Headteacher and work closely with the Trust.</p> <p>The Business Manager will also manage and support the internal resources of the School, particularly facilities, HR and administration to ensure these effectively support the School's activities.</p>

## **Leadership & Strategy:**

1. Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
2. Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
3. Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
4. Take all decisions in line with the vision and values of the school, and encourage others to do the same
5. Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
6. Attend senior leadership team and governor meetings as required

## **Financial Management and fundraising:**

7. Submit the budget to the governing board
8. Monitor the budget all year round, advising the headteacher where revisions or changes are needed
9. Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
10. Comply with financial reporting requirements and submit statutory returns
11. Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
12. Administration of Trust online banking services
13. Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
14. Find and apply for grants

15. Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
16. Manage the school's lettings, finance, administration, facilities teams and lunchtime supervisors
17. Lead the management of the school calendar
18. Manage the school's insurance and licensing requirements, including minibuses, and take responsibility for administration relating to school contracts with BFC and outside suppliers.
19. Manage the school procurement cards, advising Governors annually on appropriate credit limits and ensuring that cards are used in accordance with school, CLT and bank guidance.

#### **Human Resources:**

20. Lead the administration of all staff appointments, contracts and salary assessments, and the maintenance of personnel records.
21. Ensure the accurate completion of all safeguarding procedures with regards to personnel, including DBS checks, proof of identity, ensuring safeguarding induction procedures are discharged and level-one training completed in first term of appointment.
22. Manage the school's payroll provision with the payroll provider
23. Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
24. Advise on HR issues within school and liaise with the external HR provider
25. Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
26. Ensure the staff handbook is up-to-date

#### **Health & Safety:**

27. To be accountable for the school's risk register and at regular intervals and advise the Senior Leadership Team and Governors of any changes required.
28. With the Headteacher and premises team, supervise the maintenance of the school site
29. Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
30. Organise health and safety training for staff

#### **Compliance:**

31. Be the Offsite Visits Co-Ordinator for Edgbarrow School, ensuring that all trips are financially sound, have been fully risk assessed and staff adequately trained before recommending them to the Headteacher and Offsite Visits Advisor for approval.
32. Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
33. Management of Trust Home Office Immigration Scheme
34. Track all school policies and ensure they are updated in accordance with the policy review schedule
35. Monitor and update the risk register
36. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times

#### **Other:**

37. Carry out any other tasks as reasonably required by the Headteacher

# Person Specification



Key Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>	<p>A degree or other relevant qualification - ideally in accountancy, business management or a related discipline</p> <p>A school business management qualification</p>	
<b>Experience</b>	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Working with children or young people</p>	
<b>Professional Skills &amp; Knowledge</b>	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire Others</p> <p>Ability to build effective working relationship with staff and other stakeholders</p> <p>Understanding of data protection and confidentiality</p>	

Key Criteria	Essential	Desirable
<b>Personal Qualities</b>	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p>	



# How to Apply



Complete the online application form via TES.

1. References will be taken up for shortlisted candidates prior to the interview date. Corvus Learning Trust is committed to safeguarding and promoting the welfare of all students. Each student's welfare is of paramount importance. Successful candidates will be required to undertake an enhanced DBS check.
2. If you have any queries regarding this application process please contact our HR department on 01344 772658 or email [recruitment@edgbarrowschool.co.uk](mailto:recruitment@edgbarrowschool.co.uk)

<b>CONTRACT TYPE:</b>	<b>Permanent</b>
<b>SALARY:</b>	<b>Starting salary of £50,253 per annum (actual salary paid inclusive of fringe allowance)</b>
<b>START DATE:</b>	<b>1<sup>st</sup> September 2023 (flexible)</b>

Edgbarrow School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Edgbarrow School is committed to protecting the health, safety and welfare of all employees. To this end, staff enjoy:

- Contributory Pension Scheme
- Employee Assistance Programme
- Working as part of a motivated and committed team
- Access to on site fitness gym
- Cycle to work Scheme
- Eye Care Voucher Scheme

# Further Information



## School Links:



Sandhurst School

- [Edgbarrow School](#)
- [School Prospectus](#)
- [Corvus Learning Trust](#)

## Curriculum:

The curriculum is organised within a two-week cycle. Each week is composed of 25 lessons, each lasting for one hour.

The Progress Department will work with students, both individually and in small groups, who need support to improve their Literacy skills.

### **Key Stage Four: Years 10 and 11 (ages 14-16)**

All students study a core of subjects: English and English Literature, Mathematics, Science, Physical Education and PSHGEE (including Religious Education). Students may also be offered the opportunity to study Triple Science.

In addition, students may choose four further subjects from:

- **GCSEs:**

Art, Business Studies, Computing, Design and Technology (Food Engineering & Product Design), Drama, Economics, French, Geography, German, History, Information and Communication Technology, Music, Spanish, Physical Education, Religious Education and Science. However, all students are required to select at least one E-Bacc subject e.g. Geography, History, Computing, French, German or Spanish.

- **BTECs, VCerts & Cambridge Nationals:**

Information Technology, Business Studies, Sport, Performing Arts and Health and Social Care.

### **Sixth Form: Years 12 and 13 (ages 16-19)**

In Years 12 & 13 students generally follow three subjects, leading to a full A level qualification and/or a Level 3 BTEC.

- **A Level Courses:**

Art and Design, Biology, Business Studies, Chemistry, Computing, Design and Technology (Food Technology & Product Design), Economics, English Language and English Literature, French, German, Geography, Government and Politics, History, Mathematics, Media Studies, Music, Philosophy and Ethics, Photography, Physics, Psychology, Sociology, Spanish, Sport and PE and Theatre Studies.

- **BTEC Courses:**

Sport and Exercise Science, Business Studies, Health and Social Care and ICT.

### **Enrichment Opportunities**

In addition to their examination courses, all students participate in an enrichment programme. This programme is focused on a range of activities designed to give students an opportunity to participate in, and benefit, their local community e.g. a range of sports teams, Duke of Edinburgh Award, Young Enterprise, Operation Wallacea as well as many department-based clubs.

## School Examination Results:

- Level 2 GCSE and BTEC**

We are very proud of the examination results achieved by our students over the past three years. Staff have worked hard with new data to track and monitor students and develop intervention strategies in order to help each individual to achieve their potential.

Whole School	P8	A8	A*-C EM	9-5 EM	9-4 EM
2022	+0.65	59.41	N/A	66%	87%
2021	N/A	58.80	N/A	74%	85%
2020	N/A	57.32	N/A	68%	87%
2019	+0.36	55.59	N/A	65%	82%
2018	+0.43	56.30 (B)	N/A	65.1%	82.8%
2017	+0.36	55.27 (B)	N/A	63.2%	84.2%

\*estimated

- Level 3 A Level and BTEC**

In recent years we have worked hard to improve our examination results at post 16. A new Sixth Form building has certainly helped to provide an excellent learning environment and educational experience for our students. However, there is no doubt that staff have worked hard to develop the quality of teaching at post 16 and as a result the grades achieved by our students have improved significantly.

Whole School	A*-B	A*-C	Overall Pass Rate
2022	69%	90%	99%
2021	73%	87%	99%
2020	64%	86%	100%
2019	52%	77%	98%
2018	58%	81%	99%
2017	64%	86%	100%

