

Dear applicant,

I would like to thank you for your interest in the role of School Business Manager at The Derby High School. The post has arisen due to the retirement of our present Business Manager after many years of service to the school. Over this time The Derby High school budget has been affected by both austerity measures and Local Authority over-spending on high-needs. Our Business Manager has skilfully steered the school through these difficult financial periods and will leave us with a strong, balanced budget. The successful candidate will ideally take up post in May 2020 allowing an opportunity to work with the current postholder to ensure that there is a smooth transition into the role.

The Derby High School is an oversubscribed 11-16 Co-Educational Comprehensive (approx. 950 students on roll) situated in the North West of England in the heart of Bury, Greater Manchester. The intake of the school is truly comprehensive with students from a wide range of backgrounds. We have a strong and committed staff who are overwhelmingly proud to work here. There are 52 full-time and 7 part-time members of the teaching staff and 37 support staff on a variety of full and part-time contracts. Our current budget allocation is 5 million. In April 2020 we expect the school to receive the full allocation of the National Funding Formula with a rise in our budget to 5.5 million. The School Business manager will play a key role in ensuring this money is effectively deployed.

The school vision is embedded in our motto: EXCELLENCE, TRADITION and IMAGINATION.

“At The Derby High School we strive for **EXCELLENCE** in all we do. We are proud of the history and the **TRADITIONS** that have helped define our school. We challenge our students to work hard, to make the most of the opportunities that our school offers and to use their **IMAGINATION** to truly think and believe they can be the best.”

Built on the **7R** philosophy we ensure our students are *Ready, Respectful, Resilient, Resourceful, Reasonable, Responsible* and create the *Right Impression*. We have a school community ethos that unites us in common values. We celebrate our diverse intake putting equality at the heart of all we do. In 2014 Ofsted recognised the strength of the leadership at all levels within the school and we were graded as ‘Good with Outstanding Leadership’. The OFSTED report also said:

“Students’ behaviour is good. The school provides a safe and harmonious environment for learning.”

Our most recent Ofsted inspection in March 2018 confirmed that we continue to be a good school. The feedback includes:

“You are committed to ensuring that all pupils receive a good quality of education.”

“Your staff team have created an inclusive and caring community.”

The Derby High School is an iconic building within the town with its distinctive look and large playing fields. It dates back to 1959 and we have recently celebrated our 60 year anniversary. The age of the building alongside increasing student numbers does however present its challenges at times. Over recent years there have been some unique additions to the school and these have enhanced our curriculum offer. These include a bespoke Performing Arts building, *INSPIRE*, three state of the art science laboratories, *DISCOVER* and a multimillion-pound Sports Hall, *EXCEL*. In 2018 we opened a *STEAM* Garden, a cross curricular, outdoor learning space for the school and wider community. We have ambitions to develop our provision for Technology and this project would come under the brief of the new School Business Manager.

We offer a huge range of external excursions for all curriculum areas, including to local colleges and universities, challenging stereotypes, raising aspirations and engendering a sense of awe and wonder from the world around us. Our curriculum is dynamic, challenging and engaging, enabling our students to excel in all areas.

There is a strong commitment to developing independent learners with the skills and experiences to thrive in a modern world. Through extensive opportunities to develop leadership skills we are preparing our students to become tomorrow's leaders. We are a school where all matter and our pastoral care ensures our students feel safe and happy. We believe that enabling our students to flourish and reach their true potential is what drives our staff. Students at The Derby High School achieve outstanding progress and we have been the highest performing school within the Local Authority for three consecutive years. We are driven by strong moral values that puts students at the centre of all we do and so we are particularly proud of the positive progress of our Pupil Premium students (approximately 40% of student population). This commitment to excellence will be unceasing. We want to make a difference to the lives of the young people we serve.

At The Derby High School we value all our staff and their well-being. We place a huge emphasis on professional development and provide opportunities for staff to lead, collaborate and take part in action research. Staff are overwhelmingly proud to work at the school.

I firmly believe that The Derby High School has the capacity to raise attainment still further and that the school has the potential to develop as a leading proponent of forward-looking education. This view is shared by Governors and the leadership team. The new School Business Manager is crucial to delivering on our ambitions. In addition to your knowledge of financial management/human resources I am seeking someone with strong interpersonal skills who would thrive in the school environment and possesses a desire and talent to innovate. They should bring an energy, enthusiasm and flexibility to the role and the ability to bring others with them.

Opportunities to visit the school in advance of your application are welcomed. To arrange this please contact Mrs Diana Grundy, the Headteacher's PA on dgrundy@thederbyhighschool.co.uk or via the school number 0161 764 1819.

To apply for this post, please download and complete the application form and provide a letter of application outlining how you meet the criteria detailed in the application pack. Application forms and the application letter should be emailed to Mrs D Grundy, PA to the Headteacher at derby@bury.gov.uk.

You are reminded that the closing date for applications is: **Monday 24 February 2020 at 9.00 am.**

The Derby High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

I hope that, having read all the necessary information about our school, you are excited about applying for this position. I look forward to receiving your completed application and reading what you have to offer The Derby High School.

Good luck.

Warm regards,

MS C HELEN HUBERT
Headteacher