

**SCHOOL BUSINESS MANAGER  
INFORMATION FOR CANDIDATES  
The Hayes Primary School**



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**APPOINTMENT OF SCHOOL BUSINESS MANAGER**

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| **SCHOOL** | **The Hayes Primary School** |
| **TELEPHONE** | **020 8660 4863** |
| **WEBSITE** | [**www.thehayesprimaryschool.co.uk**](http://www.thehayesprimaryschool.co.uk) |
| **SCHOOL SIZE** | **NOR 418 pupils** |
| **SALARY RANGE** | **Grade 9 SCP 34 – 36, £31,998 - £33,444**  28.8 hours per week, 52.14 weeks per year ( actual salary pro-rata for hours worked based on 36 hours per week FTE) |
| **START DATE** | **24th September 2017** (negotiable if longer notice period needed) |

#### SELECTION ARRANGEMENTS - THE PROCESS

Thank you for your interest in the post of **School Business Manager** for **The Hayes Primary School.**

You can download an application form from our website

<https://hayes-primary-school.secure-primarysite.net/vacancies/>

Please forward your completed application form via email to [head@hayesprimary.croydon.sch.uk](mailto:head@hayesprimary.croydon.sch.uk)

If you are shortlisted, you will be contacted with further details prior to interview. If you are unsuccessful, we will also inform via email.

**CLOSING DATE:** Monday 4th September 2017  
**INTERVIEW DATE:** Wednesday 6th September and Thursday 7th September 2017

**Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.**

**REFEREES**

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

* One reference from your current employer
* One reference from your previous employer if employed by them within the last 5 years, otherwise one from another suitable professional.

#### LETTER FROM THE HEADTEACHER

July 2017

Dear Applicant,

Thank you for your interest in the post of School Business Manager at The Hayes Primary School. I hope the enclosed pack will be of interest to you and look forward to receiving your completed application.

The Hayes Primary School is larger than the average-sized primary school. We have 60 children in each year group, with a capacity of 420 pupils. Our school is situated in Kenley and we have a large school field, large hall and swimming pool. We have a strong tradition in sport and the Arts.

Our motto is ‘Be the best we can be’ - and this is what we ask of all our children and staff. We are seeking talented and committed people: go-getters and team players. This is a unique opportunity to join the team in this successful school, be a significant part of the senior leadership team in school and lead a great administration, finance, catering and premises team.

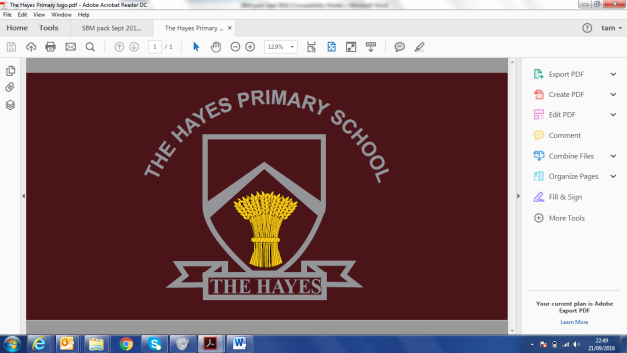
As part of the school team, you will have the opportunity to work with committed and passionate colleagues and play an active role as the school grows and develops. We are looking for a self-motivated School Business Manager who has a proven track record of working independently on all strategic and operational financial matters.

The school currently uses an external consultant, who specialises in school financial and business management, therefore providing an excellent opportunity for the successful candidate to access training and to develop the role. Experience in a financial role and a commitment to ongoing professional development are essential. The ideal candidate must have strong literacy and numeracy skills with excellent attention to detail and interpersonal skills.

I hope that you will find this recruitment pack useful. I would be very happy to meet and talk with you personally if you require any further information. For now, I would like to thank you for expressing an interest in the post.

Yours sincerely

Miss Claire Slade  
Head Teacher



**SCHOOL BUSINESS MANAGER JOB DESCRIPTION**

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| **JOB DESCRIPTION** | | | |
| **Job Title** | **School Business Manager** | | |
| **School** | The Hayes Primary School | **Salary Range** | Grade 9 Scale Points 34 - 36  £31,998 - £33,444 (pro-rata) |
| **Working Hours** | 28.80 hours | **Working Weeks** | 52.14 weeks |
| **Responsible to:**  The Head Teacher and the Board of Governors of The Hayes Primary School | | | |
| **Line Manager:** The Head Teacher  **Responsible for**: Site Manager, Catering Manager, Finance Officer, Administration Team  **Liaison with**: Governors, Senior Leadership Team, Support Staff, Teaching Staff & Children | | | |
| **Purpose of Post:**   1. The School Business Manager is responsible for the Financial Resource Management, Administration Management, ICT, Human Resource Management, Facility and Property Management and Health and Safety Management of The Hayes. The School Business Manager is the principle financial officer for The Hayes. 2. Responsibility for developing clearer processes and practices throughout the school. 3. To facilitate the effective operation of the school. 4. To strategically advise the school leadership team on all aspects of Management in relation to non-teaching administration. 5. To manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines. 6. To manage the financial, premises, catering and administrative functions in the school. 7. To assist in the management of all financial resources of the school and to be a high level administrative resource, advising on personnel and procurement, coordinating and monitoring all contracts. 8. To ensure that the admin support staff are deployed in an effective way in order to provide an efficient administrative service to the Leadership Team, teaching staff and Governing Body. To service the Governing Body, as required and manage the site manager. 9. To jointly develop administrative procedures for the school and to be responsible for maintaining and operating agreed procedures in order to ensure that all legal requirements are met. 10. To assist with income generation, seek funding opportunities and preparing bids as necessary. 11. To ensure a high standard of confidentiality and integrity in all school matters. | | | |

##### Main Duties and Responsibilities

**Data and management systems**

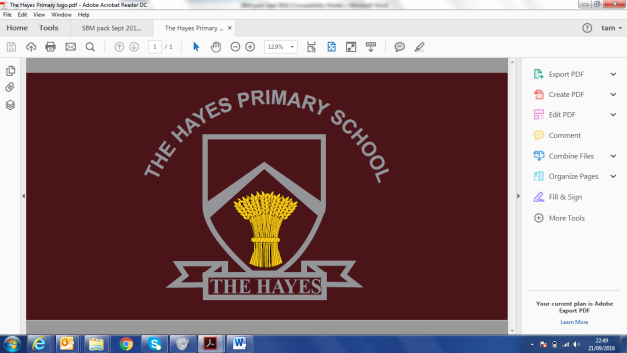
1. To oversee the development of all management systems in the school.
2. To ensure data systems in relation to pupil and staff data are used efficiently and that statutory returns are completed on time.
3. To support and train other staff in data management and administrative systems.

**Finance and Procurement**

1. To have oversight in conjunction with the Head Teacher, over all matters relating to the administration of school finances, including bank accounts, in accordance with the local authority’s scheme for financing schools and the school’s financial management policy. Provision of management information to Governors and the Leadership team.
2. Keeping all school accounts and preparing income and expenditure reports in accordance with DfE regulations; preparation of year end accounts for submission to the LA as necessary.
3. Manage procurement; undertake best value review including an annual review of all service contracts with various providers.
4. To undertake responsibility for and use of the school’s IT finance systems to keep rigorous financial records.
5. With the Head Teacher undertake an annual budget planning exercise for the dissemination of the school’s budget allocations, in line with the school improvement plan, for the approval of the governors. To take an overview of the school budgets and advise the Leadership Team of any potential deficit or other finance related issues, their implications and make recommendations on possible solutions. To produce budget monitoring and other financial reports for the governors.
6. To be responsible for the monitoring of financial activities of the schools and to report on a regular basis, in line with the school’s finance management policy.
7. Maintenance and oversight of bank accounts, VAT accounting and payment, cash handling, public and private funds. To administer VAT returns on a monthly basis.
8. To update all finance related policies as required.
9. Monitoring payments of salaries by the schools’ payroll provider ensuring that returns are completed to deadline e.g. pension, PAYE, NI, etc.
10. Oversight of ordering, processing and payment of all invoices and statements of account for all goods and services provided to the school or by the school.
11. Ensuring maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment/assets.
12. Analysis of costs and other statistical information and supervising the computerised financial system.
13. Being conversant with general principles of taxation, as applicable to the schools.
14. Oversee cash handling procedures within the school.
15. Responsibility for handling any insurance claims/queries that arise.
16. Jointly with colleagues provide the administration support to prepare bids and secure potential sponsorship for extracurricular activities.
17. To be responsible for the arrangements for school facilities, including catering.

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| **Leadership & Strategy**   1. To be a member of the Senior Leadership Team and to be part of the strategic decision making team within The Hayes Primary School. 2. In the absence of the Head Teacher, take delegated responsibility for financial and other decisions. 3. Plan and manage change in accordance with the school’s improvement plan. 4. To lead and manage all non-teaching support staff.   **Human Resources**   1. Take advice on behalf of the Head Teacher on personnel issues. 2. Ensure staff records, including personnel records are up to date and secure, including all sickness and other absences, identify sickness management issues and raise with the Head Teacher. 3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy  policies and procedures comply with legal and regulatory. 4. As delegated manage recruitment, performance management, appraisal and development for all non-teaching support staff. 5. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.   **Health and Safety**   1. Act as The Hayes Health & Safety Coordinator and Fire Officer 2. With the Site Manager plan, instigate and maintain records of fire practices and alarm tests. 3. Ensure The Hayes written health and safety policy statement is clearly communicated and available to all people. 4. Ensure systems are in place to enable the identification of hazards and risk assessments. 5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors. 6. Ensure the maximum level of security consistent with the ethos of The Hayes Primary School. 7. Commit to and promote the protection and safeguarding of children.   **Facility and Property Management**   1. Ensure ancillary services e.g. catering, cleaning etc. are monitored and managed effectively. 2. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations. 3. With the Site Manager, ensure the safe maintenance and security operation of premises.   **Catering Management**  1. Ensuring all food health and safety regulations are complied with. |
| The duties above are neither exclusive nor exhaustive and the post holder may be required by the  Head Teacher to carry out appropriate duties within the context of the job, skills and grade.  **July 2017** |

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| **A**pplication. **I**nterview. | **ESSENTIAL REQUIREMENTS** | **Selection Method** |
| **KNOWLEDGE** Experience | * Experience in a senior, middle management position in the public or private sector in administration and finance | AI |
| * Knowledge and experience of financial and budget management procedures | AI |
| * Knowledge and experience of management and administrative procedures | AI |
| * Knowledge and experience of personnel management | AI |
| * Knowledge of management information systems, database and spreadsheet applications | AI |
| * Knowledge of accessing and returning statistical information required by EFA, the LA or similar bodies | AI |
| * Knowledge of relevant legislation (e.g. Equal Opportunities, Health & Safety, Data Protection) | AI |
| * Level 4 – 6 Diploma in School Business Management (formerly CSBM, DSBM and ADSBM), a degree or equivalent | AI |
| **A**pplication. **I**nterview. | **ESSENTIAL REQUIREMENTS** | |
| **INTERPERSONAL**  Skills/Abilities | * Analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies. | AI |
| * Demonstrate leadership skills and be able to motivate and encourage teamwork. | AI |
| * Negotiate and consult effectively. | AI |
| * Direct, prioritise, plan and co-ordinate the work of others. | AI |
| * Build, support and work as part of a high performing team. | AI |
| * Be approachable and flexible. | AI |
| * Develop good relations with staff and others. | AI |
| * Devolve responsibilities, delegate tasks and monitor outcomes. | AI |
| * Seek advice and support when necessary. | AI |
| * Deal sensitively with people, find solutions and resolve conflicts. | AI |
| * Use appropriate leadership styles in different situations. .appreciate their impact | AI |



**SCHOOL BUSINESS MANAGER PERSON SPECIFICATION**

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| **Skills/Abilities** | **ESSENTIAL REQUIREMENTS** | |
| * Have good decision making skills, after collecting and weighing up evidence. | AI |
| * Be able to use SIMS FMS and SIMS.Net modules proficiently. | AI |
| * Have a high level of ICT skills, in particular the ability to use Microsoft Office software. | AI |
| * Be able to develop innovative practice. | AI |
| * Have good organisation and planning skills. | AI |
| * Be able to manage a range of priorities and prioritise responses. | AI |
| * Have proven experience in a management role. | AI |
| * Have experience of change management. | AI |
| **Attributes** | * Flexibility and a willingness to adapt to changing circumstances. | AI |
| * Resilience, enthusiasm, energy and vigour. | AI |
| * Honesty, trust, loyalty, reliability, integrity and commitment. | AI |
| * Intellectual ability. | AI |
| * A sense of humour and perspective. | AI |
| * A willingness to learn and undertake further training and to share with staff where appropriate. | AI |
| **Equal Opportunities** | * Awareness, understanding and commitment to the pursuit of equal opportunity, anti-racism and in the terms of service and delivery and employment practice. | AI |
| * Awareness and disability discrimination policy. | AI |
| * A willingness to share expertise with colleagues and positively assist their development. | AI |

# R e s v e

A = Application, I = Interview

R e s

**Recruitment and Selection Statement**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.

The following pre-employment checks will be required:

* receipt of at least two satisfactory references\* verification of the candidate’s identity
* a satisfactory Disclosure and Barring Service (DBS) disclosure verification of the candidate’s medical fitness
* verification of qualifications
* verification of professional status where required e.g. QTS status (unless properly exempted) the production of evidence of the right to work in the UK.

***NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.***

*In exceptional circumstances, where you have good reason* ***not*** *to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The school will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made. The school will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.*

The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances. The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School’s Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information. A copy of the School’s Safer Recruitment Policy is available from the school upon request.