



**ROLE TITLE:** School Business Manager

**POST ID:**

**GRADE:** Band I, SCP32-35 (£34,788-£37,849)

**HOURS:** 37 hours per week, 52 weeks

**LOCATION:** Chepstow Comprehensive School

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are not necessary

**PURPOSE OF POST:**

We are looking for a School Business Manager who will be the leader of business & administration functions for a busy school. This role will have management responsibility for all aspects of accounting, HR and administration. The role will also include working with the primary school cluster to find efficiencies.

**Should you require any further information regarding this post, please contact: Miss Kate O'Hara, School Business Manager on 01291 635711 or [kateo'hara@chepstowschool.net](mailto:kateo'hara@chepstowschool.net)**

**Closing Date: Friday 9<sup>th</sup> August 2019, Midday**

**Please note that we are unable to accept CVs**

**Application forms can be completed online or downloaded via:**

[www.eteach.com](http://www.eteach.com) or [www.tes.com](http://www.tes.com)

Completed paper application forms should be returned to the following address:-

Mr M Sims, Headteacher, Chepstow School, Welsh Street, Chepstow, Monmouthshire NP16 5LR

Or emailed to: [kateo'hara@chepstowschool.net](mailto:kateo'hara@chepstowschool.net) (School Business Manager)

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced DBS Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.



# **Chepstow School**

## **School Business Manager**

### **Recruitment Information Pack**



## **School Business Manager**

### **RECRUITMENT INFORMATION PACK**

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## **1. LETTER TO CANDIDATES FROM THE HEADTEACHER**

Dear Applicant,

School Business Manager – Chepstow School

We are very excited that you have shown interest in becoming our new School Business Manager.

The pupils of Chepstow School are enthusiastic, polite, friendly and welcoming. They are proud of their school, however, current standards are not sufficiently impacting on outcomes, well-being and wider school life.

This is a fantastic opportunity for you to work with a keen and enthusiastic team of staff to support the development and implementation of the new curriculum, embrace our challenges and significantly raise standards, and ultimately make a difference.

The school has benefited from an excellent reputation. Our mission is quite clear – we need to drive major improvements in every aspect of the school. We want Chepstow School to be first choice for all parents when considering the next school in their child's education.

Our aim is simple, to prepare and ensure every learner succeeds in readiness for a 21st century workplace, and have the skills, resilience and competencies to do this. Our vision for the school is to celebrate and promote the four core purposes, as the cornerstones of our education system is creating learners who are:

- Ambitious, capable, ready to learn throughout their lives
- Creative and enterprising
- Ethical, informed citizens/learners
- Confident and healthy individuals

The school has many strengths, continues to show we have an open culture, recognises and celebrates successes, of which there are many, and sets clear boundaries.

The school has seen many changes and we are looking for a candidate who understands the features of an outstanding school, based on the values of honesty, integrity, loyalty, accountably and fairness of actions. We want somebody who will embrace the mission statement "inspiring learning".

We look forward to sharing with you the many future successes at Chepstow School as we embrace the new curriculum and significant changes to our education system.

Yours faithfully,

Matthew Sims  
Headteacher



## **2. APPLICATION PROCESS**

Further details about the school can be found on our website.

Completed applications should be emailed to the School Business Manager, Miss Kate O'Hara at [kateo'hara@chepstowschool.net](mailto:kateo'hara@chepstowschool.net) or posted to the following address: Chepstow Comprehensive School, Welsh Street, Chepstow, NP16 5LR

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring check to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4 (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**



### **3. SCHOOL OVERVIEW**

Chepstow School is a comprehensive school of around 860 students, including 170 students in our very successful 6th form. The school catchment is mixed, and centres around Chepstow town. We work very closely with our four cluster primaries Thornwell, Pembroke, Shirenewton and The Dell. In our wider cluster we also work with St Mary's RC Primary in Chepstow. The primary school intakes varies from 35% FSM to 3% FSM, and we recruit equally from all of these schools. The Cluster works together on sharing pedagogy, quality assurance, pastoral support and school business management as well as transition plans and moderation activities. The Chepstow Cluster benefits from a dedicated Cluster coordinator who works across all 6 schools developing the work of the cluster on a 0.25 contract. This post is fixed term and it is intended that each successive coordinator will come from a different school.

The school currently operates on a 2-year Key Stage 3 model with students completing options at the end of Year 8. At Key Stage 4 all students follow the core subjects of Maths, Maths Numeracy, English, English Literature, double Science and Welsh Baccalaureate, although Pathways may be modified to suit the individual needs of students. We have taken the strategic decision to ensure that Pathways suit individual aspirations and needs, so we offer a range of BTEC subjects as well as GCSEs. We are a hub school for Welsh Baccalaureate, and our results in the skills challenges have been outstanding. We run a broad curriculum at Key Stage 5, and students attain highly.

Results at Key Stage 4 over the last 5 years have been on an upward trend. Students at GCSE last summer excelled in particular in Science and STEM qualifications with 84% of the cohort achieving A\*-C in combined Science GCSE. 67% of students achieved the core qualifications of A\*-C grades in English, Maths and Science qualifications. At Key Stage 5, we celebrated excellent A level results with 32% of students achieving A\*-A and 52% A\*-B. 98% of students achieved the Level 3 threshold of at least 2 A Levels.

Students are the focus of what we do. Student leadership is a particular strength. We have a large group of sports leaders who run after school clubs, primary sports and also support coaching in partnership with the Leisure Centre. Our student pastoral leaders provide exceptional support for younger students. A wellbeing team of 6th form students provide support, the Invisible Army are a group of students who support vulnerable students at social times, and the LGBT+ team run training for the wider community as well as run a thriving group. The Student Senedd comprises representatives from each year group who are elected by their peers after delivering their school improvement ideas in hustings. These manifesto pledges then informs the work of the Senedd for that academic year. The Sixth Form team of head students are also elected by their peers in Years 11-13 and by staff. The Head Students are also associate governors of the school.

We are ambitious for our students, and want them to achieve the best outcomes, not only academically, but also in leadership, participation and experience. We are looking forward to welcoming a new member to our team to support our quest for excellence.



**4. VACANCY ADVERT**



**Chepstow School**  
**Ysgol Cas~gwent**

## **School Business Manager**

**INSPIRING LEARNING**

This is an exceptional opportunity where we are looking for a School Business Manager who will be the leader of business & administration functions for a busy school. This role will have management responsibility for all aspects of accounting, HR and administration. The role will also include working with the primary school cluster to identify efficiencies.

Due to the school holidays, visits to the school will be challenging, however please contact the School Business Manager,  
Miss Kate O'Hara to arrange.

Further information and application forms can be downloaded via [www.eteach.com](http://www.eteach.com) or [www.tes.com](http://www.tes.com) or by contacting the school by email or telephone.

Email: [kateo'hara@chepstowschool.net](mailto:kateo'hara@chepstowschool.net)

Closing date: Friday 9th August 2019, midday

Interviews: Wednesday 21st and Thursday 22nd August 2019

Start Date: September 2019

Monmouthshire County Council is committed to equal opportunities. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is subject to an enhanced DBS check.



**Chepstow School**  
**Ysgol Cas~gwent**

Chepstow School,  
Welsh Street, Chepstow,  
Monmouthshire, NP16 5LR

**Tel:** 01291 635777  
**Web:** [www.chepstowschool.net](http://www.chepstowschool.net)  
**Email:** [info@chepstowschool.net](mailto:info@chepstowschool.net)



## **5. JOB DESCRIPTION**

**JOB DESCRIPTION:** Chepstow Cluster School Business Manager

**Salary:** Grade I, SCP32-35 (£34,788-£37,849)

**Responsible to:** Headteacher

This job description will be reviewed annually and may, after consultation, be changed according to the needs of the school. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### **JOB PURPOSE:**

The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Headteacher in his/her duty to ensure that the school meets its educational aims.

The Business Manager will also support the School Business management requirements for the Cluster of Primary Schools.

You will be responsible for providing professional leadership and management of school administrative staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

You will promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

The School Business Manager is responsible for the Financial Resource Management/Administration Management/Human Resource Management.

### **DUTIES:**

#### **Leadership & Strategy**

1. Attend Senior Management/Leadership Team and appropriate Governors' sub-committee meetings
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership team
3. In the absence of the Headteacher, take delegated responsibility for Financial and other decisions as appropriate
4. Plan and manage change in accordance with the school development/strategic plan
5. To lead and manage all school support staff





### **Financial Resource Management**

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant people
8. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
10. Identify additional finance required to fund the school's proposed activities
11. Seek and make use of specialist financial expertise
12. Maximise income through lettings and other activities
13. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
14. Present timely and fully costed proposals, recommendations or bids
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
16. Monitor the effectiveness and implementation of agreements
17. Monitor, assess and review contractual obligations for outsourced school services

### **Administration Management**

1. Manage the whole school administrative function and lead all administrative staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the Welsh Government, LEA and other agencies and stakeholders within statutory guidelines.



### **Human Resource Management**

1. Ensure the school's equality policy is clearly communicated to all staff in school
2. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
3. Manage recruitment, performance management, appraisal and development for all support staff.
4. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
5. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
6. Monitor the way policies and procedures are actioned and provide support where necessary
7. Seek and make use of specialist expertise in relation to HR issues
8. Evaluate the school's strategic objectives and obtain information for workforce planning
9. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

### **Facilities Management**

1. Oversight of the Site and Systems Manager

## 6. PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	ASSESSED THROUGH:
<b>Qualifications</b>	<p>A degree or professional qualification, such as Business Management</p> <p>Commitment to continuous professional development</p>	<p>Recognised qualification in School Business Management (DBSM) or equivalent</p>	<p>Application Form</p>
<b>Experience</b>	<p>Significant experience of leading the strategic financial planning for a school, academy or other organisation</p> <p>Experience of budget setting and budgetary control</p> <p>Experience of monitoring a range of contracts such as Catering, Facilities Management to ensure value for money and Key Performance Indicator requirements are met.</p> <p>Evidence of successful management and leadership of diverse teams</p> <p>Experience of working at a senior level which gives competency in delivering</p> <ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Contract Management</li> <li>• Change Management</li> <li>• Project Management</li> </ul> <p>Experience of working with school governance, sponsors, trustees or a board of directors</p>	<p>Previous experience as a Senior Manager in a similar role or part of a role in another school or educational establishment.</p> <p>Experience of delivering training.</p> <p>Experience of bid writing, gaining sponsorship and developing income generation opportunities.</p> <p>Experience of working with young people in either a paid or voluntary capacity.</p>	<p>Application Form</p> <p>Interview</p>
<b>Specialist Knowledge</b>		<p>A working knowledge of legislation relevant to the key areas of management outlined above under work related experience e.g. Employment Law, Financial Policies and Legislation, Health and Safety at Work Act etc</p> <p>An understanding of the Secondary School context to include</p>	<p>Application form</p> <p>Interview</p>



		<p>relevant strategies and initiatives</p> <p>A knowledge of Keeping Children Safe in Education, annual guidance and legislation</p>	
<b>Skills</b>	<p>Ability to work effectively within a team environment</p> <p>Excellent literacy, numeracy and ICT skills</p> <p>Ability to steer a service/organisation through significant change</p> <p>Abilities to work strategically and to seek and implement creative solutions for complex problems and to develop and implement action plans / programmes to deliver these solutions</p> <p>A track record of leading successful delivery of large or complex projects across a business or organisation</p> <p>Strong skills in financial analysis and risk management</p> <p>Excellent leadership skills and the ability to inspire and challenge direct reports and colleagues</p> <p>The ability to manage the performance of a diverse range of staff</p> <p>High effective administrative and organisational skills</p> <p>Ability to think both strategically and creatively and to prioritise</p>		<p>Interview</p> <p>Interview</p>
	<p>Resilience, the ability to work under pressure and be able to meet deadlines, often without guidance from the Head or Governors, to deliver agreed objectives</p> <p>Outstanding communication skills</p> <p>Excellent presentation skills and the ability to adapt complex information for the appropriate audience</p> <p>Excellent interpersonal skills</p>		Interview



<b>Other working conditions</b>	<p>The role is expected to work the hours required to meet the requirements of the post e.g. attending Governors meetings, community meetings and other “out of hours” events.</p> <p>The Business Manager will often be the only Senior Leader in school during the holiday period and will have responsibility for the school and site in the Head’s absence during those times and will be expected to make decisions</p>		
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