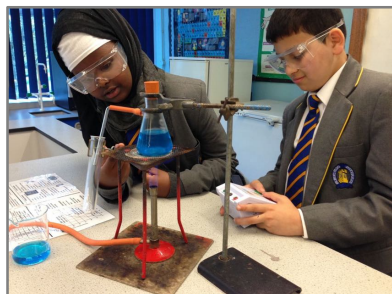




Whitchurch High School Ysgol Uwchradd Yr Eglwys Newydd



BUSINESS MANAGER and MEMBER OF SLT RECRUITMENT PACK (TWO of TWO)

**Information for
Appointment 16th April 2018**

APPLICATION DETAILS (i) On-line: [eTEACH/TES/School website](#) or [Contact the school](#)

Detail
Flysheet
Covering letter
School Context
Exam results
SiP 2017 to 2020 (overview)
Advert
Job description
Person Specification
Application Form
Equality Monitoring form

Pack One (pdf)
Page 1
Pages 2 and 3
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Pack Two (pdf)
Page 1
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Pages 3 to 4
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To apply
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Separate word document
Separate word document

To apply: Complete separate documents

1. Application Form (word) and 2 page letter (maximum) - No CV required
2. Equality Monitoring Form (word)

Contact: Mrs Kath Jones, PA to HT

Telephone: 029 2062 9711 (Direct line and answerphone) **Email:** jonesk@whitchurch.cardiff.sch.uk



WHITCHURCH HIGH (FOUNDATION) SCHOOL
YSGOL UWCHRADD YR EGLWYS NEWYDD
PENLLINE ROAD, CARDIFF, CF14 2XJ

www.whitchurchhs.com

NOR: 2,300 (6TH FORM 400)

Headteacher : Huw Jones-Williams

BUSINESS MANAGER and MEMBER OF SLT

Required from 16th April 2018

Salary Range Point 43-46 (£38,237 - £41,025) JE Grade 10

Full Time: 52 weeks a year, 37 hours a week

The vacancy for a Business Manager and Member of SLT has arisen due to the retirement of the present potholder after 13 years distinguished service.

We are looking for an outstanding leader who will make a significant impact on our journey to excellence.

- This is an excellent opportunity to be the business manager of Wales' largest secondary school and one of the largest comprehensive schools in the UK
- The postholder will be a key member of the school's Senior Leadership Team and have HR responsibility for non -teaching staff
- Our last Estyn Inspection in January 2016 identified that the school is on an upward improvement journey
- Progress and standards have risen significantly in a number of key performance indicators since 2015 and have been sustained for the past three years
- Governors, teachers, non-teaching staff, students and parents work together purposefully to further raise standards in a successful, inclusive and caring community school

The successful applicant will be will be a strategic leader with:

- A proven track record of financial management
- The ability to think strategically, lead others and work productively with all stakeholders

We look forward to hearing from you if you can make a difference for the benefit of all our students and the wider school community.

- Application deadline midday Monday, 22nd January 2018
- Interviews scheduled Tuesday, 6th February 2018

Any queries please contact:

Mrs Kath Jones, PA to Headteacher jonesk@whitchurch.cardiff.sch.uk 029 2062 9711





Whitchurch High School

Ysgol Uwchradd Yr Eglwys Newydd



Job Description: Business Manager and Member of the Senior Leadership Team

Name: <<Name>>

The duties outlined in this job description may be modified by the Headteacher (subject to Job Evaluation), with your agreement at a later date. The post holder will be a member of the Senior Leadership Team (SLT).


The school's substantive Senior Leadership Team (SLT) consists of:-

Headteacher	Vision and Values	●
Deputy Headteacher	Learning, Teaching and Staff Development	▲
Deputy Headteacher	Qualifications, Curriculum and Timetabling	▲
Deputy Headteacher	Standards, School Improvement and Self Evaluation	▲
Assistant Headteacher	KS3 - KS2 Leader	◆
Assistant Headteacher	KS4 - KS5 Leader	◆
Assistant Headteacher	Additional Learning Needs	◆
Assistant Headteacher	Skills, Curriculum and Learning Pathways (Vacancy for September 2016)	◆
Assistant Headteacher	Student Achievement	◆
Business Manager	School Finances and non-teaching staff	■

Senior Leadership Team line management:-

Headteacher line manages the Deputy Headteachers, Business Manager and senior non-teaching staff	●
Deputy Headteachers line manage assistant headteachers and middle leaders	▲
Assistant Headteachers line manage middle leaders	◆
Business Manager oversees non-teaching staff and line manages senior non-teaching staff	■

The contribution of all of the Senior Leadership Team is integral to the success of the school.

 WHITCHURCH HIGH SCHOOL - YSGOL UWCHRADD YR EGLWYS NEWYDD										
Job Description			Business Manager and Member of SLT							
Name:							Responsible to:		Headteacher	
Grade	10	Point		Weeks	52	Hours	37	Start		Finish
Special Considerations: The post holder will be expected to work outside office hours. This will be discussed with the post holder as appropriate.										

Job Purpose: To be strategically responsible for all aspects of the school's budget, including official and school private funds. The post holder is co-opted to the governing body to advise them as to the correct legal application with regard to financial matters including administration as a foundation school and adherence to the requirements of the employer, the governing body. The post holder is a member of the school's senior Leadership Team and holds leadership responsibilities for all support staff with full line management responsibility for at least a third of the posts across the two sites, in addition to offering support and guidance to the teaching staff.

Key Responsibilities

1. Co-opted member of the governing body specifically to advise on all financial matters
2. Work strategically with the headteacher on ensuring the best value for money of school resources
3. Contribute to the wider life of the school and its community and support the work of colleagues within the Senior Leadership Team through the strategic leadership of key processes within the school
4. Full Leadership, full supervision and full management of all non-teaching staff with relevant support and guidance for teaching staff

Financial Responsibilities

1. All aspects of school finance; manage monitor and review a large school budget with direct report to the governors and ensure school's compliance with council and governor financial regulations
2. Weekly bacs, cheque runs and weekly, monthly and annual reconciliation
3. Design, review and implementation of policies to ensure both legal and financial procedures are complied with
4. Monthly cash flow forecasts, and source and report on budget information regularly
5. Preparation of information for governors' finance committee meetings
6. Review, monitor and maintain departmental budgets

Personnel

1. Oversee all personnel issues and records commensurate with the school's foundation status and the governing body as the employer
2. Provide human resources people services at Cardiff council who facilitate payroll with all documentation for joiners and leavers
3. Complete DBS checks and maintain and monitor data base for all staff
4. Provide human resources with salary information changes: name changes, maternity forms, paternity forms, leadership and pay spine progression for all staff, contract changes and other matters
5. Oversee the attendance and wellbeing policy implementation for all non-teaching staff e.g. return to work interviews and home visits
6. Ensure that the school's policies, including human resources, are followed to ensure legal obligations are met and offer guidance to all staff employed at the school.
7. Provide INSET and on job training for others and participate in all aspects of performance management and professional development, maintaining a continuing professional development (CPD) portfolio of evidence

Any other responsibilities or duties as deemed reasonable by the Headteacher.



WHITCHURCH HIGH SCHOOL - YSGOL UWCHRADD YR EGLWYS NEWYDD

Person Specification: Business Manager and Member of SLT JE Grade 10

	Essential Requirements	Desirable Requirements
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • Additional relevant qualifications • Experience of working in the financial sector outside of school
Training and Professional Development	<ul style="list-style-type: none"> • Willingness to participate in professional development • Evidence of having undertaken appropriate financial training and professional development 	<ul style="list-style-type: none"> • Experience of leading on recent in-house training • Experience of having taken responsibility for maintaining links with appropriate professional bodies in order to enhance knowledge and share information
Experience	<ul style="list-style-type: none"> • 2 years' minimum experience of undertaking the lead role for overseeing finances in a secondary school, college or equivalent • Experience of leadership, supervision and management of staff • Experience of dealing with the general public, businesses and Local Financial Management of school (LFMS) officers or equivalent • Understand the principles and demonstrate quality practice of securing value for money through financial budget setting, monitoring and procurement • Knowledge of Data Protection legislation • Excellent administrative and ICT skills including proficient use of Microsoft Office Suite products (e.g. Word, Excel and PowerPoint) and SIMs Financial management packages 	<ul style="list-style-type: none"> • A variety of ICT skills that would help work towards a 'paperless' office • Been a member of a secondary school, college or equivalent Senior Leadership Team working with the governing body
Skills and Attributes	<ul style="list-style-type: none"> • Self-starter with the ability to determine and prioritise own workload and work with minimum supervision • Able to complete tasks in accordance with specific deadlines having sound organisational skills and be able to work well under pressure • Able to think strategically to implement solutions having identified problems that may require action by others • Excellent interpersonal and communication skills • Able to take the lead role for overseeing a significant number of staff 	<ul style="list-style-type: none"> • Be able to analyse and present financial data using the School's Management Information System • Knowledge and application of statutory and best practice school governance delivery for ensuring value for money
Personal Attributes	<ul style="list-style-type: none"> • Proactive, positive, motivated and resilient • Ability to work sensitively with others • Ability to deal professionally with highly confidential and sensitive materials and situations with accuracy, particularly finance 	