

Business Manager Application pack

January 2019

Dear Applicant,

Thank you for expressing an interest in applying for the post of Business Manager at Saltburn Learning Campus. Saltburn Primary School, along with Huntcliff School are foundation schools which occupy the same site and together form Saltburn Learning Campus. We are extremely proud of the campus and our desire to constantly evaluate our impact, and to seek to further enrich and support the lives of all those learners and colleagues we work with across East Cleveland.

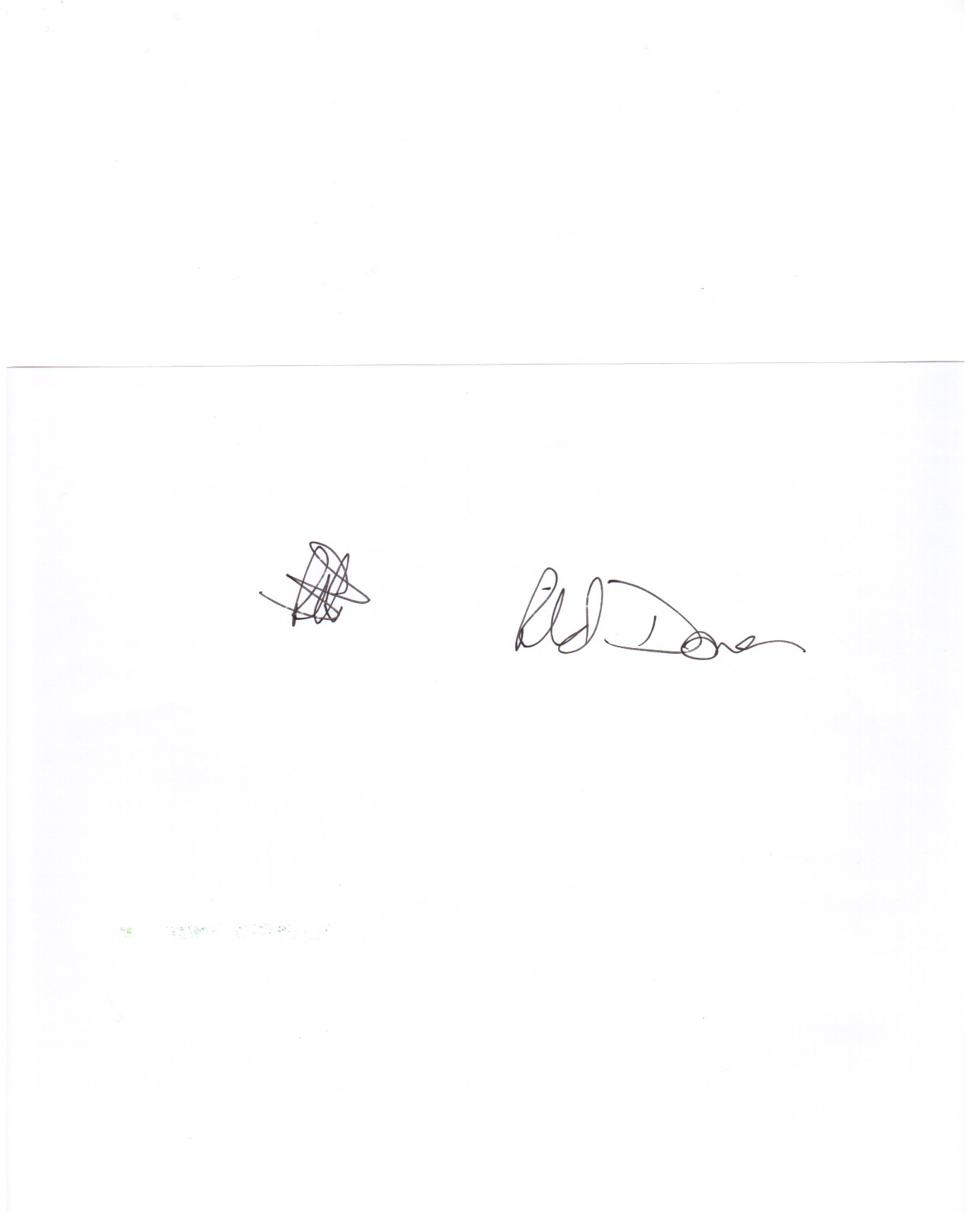
We believe passionately we are “all learners, always learning” and this culture permeates everything we do. I hope you enjoy reading about how our learner values underpin this ethos and what your role in this would be should you be successful in joining us. While the Sunday Times has recently noted Saltburn as one of the best places to live in the country we support a wide and mixed local community with a variety of needs. This means that work at the campus is always stimulating and driven by a real moral purpose to ensure that the opportunities of every single learner is maximised – and that this work happens as a partnership between the schools, the learners themselves and their broader support network.

There are many challenges in education these days, and as a campus our governance and leadership is rooted in evidence based collaborative practice which consistently focuses on its impact. We model our all learners, always learning philosophy. We have a strong team of ambitious, committed and passionate staff at every level and this is a fantastic opportunity for an inspirational and determined leader to work closely with the Executive Headteacher, Head of School for Saltburn Primary and Huntcliff and the Governors to develop further the successes of the campus.

We hope you find much of interest in the following pack. Opportunities to visit are available and encouraged so that you can get a feel for the uniqueness of the campus. Please contact Kerry Emmerson on [kemmerson@slc.rac.sch.uk](mailto:kemmerson@slc.rac.sch.uk).

We look forward to meeting you.

Yours sincerely,

Peter Eyre Richard Dowson

Executive Headteacher Chair of Governors

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**Business Manager**

**Saltburn Learning Campus**

**Huntcliff School and Saltburn Primary School – NOR – 1100**

**R&C Scale H Points 39-41 £35,229-£37,107 (FTE)**

**37 hours, term time plus 20 days**

**Required for March 2019 or by arrangement**

**About the post**

***Are you a passionate leader determined to continue to grow, and shape the development of other learners and leaders?***

We require a dynamic, engaging and driven School Business Manager who is fundamentally aligned to the principles that education is a game changer for young people. You will be an advocate for establishing highly effective and value for money driven systems to ensure financial sustainability and morally responsible site organisation and management. In addition, you will understand that our colleagues are our most important resource and be passionate about HR processes and that we support, challenge and get the very best from them. You will be a leading example through professional modelling and an advocate for our support staff at every level to the safety and success of our campus learners.

**About Saltburn Learning Campus**

The Campus is a stunning single building created in 2008 which is home to Saltburn Primary School and Huntcliff School. These foundation schools form a federation governed by a single governing body and lead by Mr Peter Eyre, our Executive Headteacher.

Both schools work extremely closely together to maximise transitional opportunities and have many shared services including the finance and administrative support team, catering provision, site and cleaning teams. In addition, the site forms a community hub and regular lettings allow local adults and children to benefit from the wonderful facilities we have on offer.

The campus governing body are committed and reflective and work closely with the staff and leadership team to ensure a high standard of provision is consistently provided across the campus.

**Our vision, culture and values**

Our vision as a campus is to foster an inclusive philosophy where we are “all learners, always learning” and in which learners are proud of their school and their achievements. Culturally we aspire to instil a sense of continuous life-long learning for all those who are involved with the campus and this includes the staff. Personal development is at the heart of progress and this message, delivered through our learner values is promoted widely and our culture continues to grow.

The opportunities which colleagues have experienced at all levels of aspirant leadership development has supported several internal promotions, and although we have a stable staff body – those who have left us have done so for further career steps. We are proud of the support we give to the learners and colleagues in preparing them for their future, which is evidenced in our impressively low NEET figures.

**Leadership organisation**

The Business Manager leads up the line management of the support staff team across the campus and is line managed by the Executive Headteacher. This post is well supported by internal area leads for different areas of responsibility.

Finance team – there are 2 Finance Managers, one for each school who report directly to the Business Manager. Both are supported by a Finance Assistant.

Facilities team – there is a Facilities Manager across the campus who reports directly to the Business Manager and line manages a site team of 3. In addition the Facilities Manager line manages a large internal cleaning team, with a Supervisor.

Office management and HR – there is an Office Manager/HR Administrator who reports directly to the Business Manager and line manages all the administrative support across the campus.

Senior Administration – there is a Senior Administrator who line manages the Catering Manager (internal provision), our lettings provision (extensive and growing) and our wrap around childcare whilst also taking responsibility for governance and pupil premium organisation.

Network management – there is a Network Manager, who reports directly to the Executive Headteacher but works in association with the Business Manager, along with their assistant to ensure smooth and effective ICT provision across the campus.

**Living and working in and around the Saltburn area**

This is a wonderful part of the North-East, recently noted by the Sunday Times as being one of the best places to live. Saltburn itself has a burgeoning artistic community and artisan food culture mixed with access to beautiful coast and country perfect for surfing, walking, mountain biking or dipping into the wealth of cultural events around.

Within easy reach of Middlesbrough and the rest of Cleveland, and only an hour from Newcastle and York, it really is a fantastic place to work. There is a great diversity to the local area meaning working here will allow you to really experience a genuinely comprehensive school system. More details can be found in the Redcar and Cleveland Education Improving Partnership brochure at <http://www.saltburnlearningcampus.co.uk/wp-content/uploads/2014/08/EIP-Recruitment-Pack-Spreads.pdf>

Closing date: **Monday 28th January 2019 – 12noon**

Interviews are planned for: **Friday 1st February 2019**

Saltburn Learning Campus is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.  As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant checks deemed appropriate.

**Saltburn Learning Campus Job Description**

**Business Manager**

**Salary:** Scale H Points 39 - 41

**Responsible to:** Executive Headteacher

**Responsible for:** Office Manager/HR Administrator, Finance Managers, Facilities Manager, Senior Administrator

**Hours:** 37 hours per week, term time only + 20 days

**Normal hours:** To be agreed

**Main Roles and responsibilities:**

To act as the leading support staff professional for the Campus, assisting the Executive Headteacher in their duty to ensure that the Campus meets its educational aims.

To be responsible for providing professional leadership and management of administrative, financial and facilities support staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

To promote the highest standards of business ethos within the administrative function of the Campus and strategically ensure the most effective use of resources in support of the Campus learning objectives.

**Specific Responsibilities:**

**Leadership & Strategy**

To support the Executive Headteacher in strategic planning and development of the Campus by

* attending Senior Leadership Team, full Governing Body and Governors’ committee meetings on request
* providing expertise to support strategic decision making within the Campus and schools’ Senior Leadership Team
* Taking delegated responsibility for financial and other decisions as appropriate
* Planning and managing change in accordance with the Campus development plan.
* Leading and managing the Finance Managers, Facilities Manager, Office Manager/HR Administrator & Senior Administrator, ensuring that they fulfill their roles and responsibilities.

**Financial Resource Management**

With the support of the Finance Managers and in liaison with the Executive Headteacher, to ensure effective and efficient use of resources by:

* Evaluating information and consulting with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for Campus and school activities
* Submitting the proposed budget to the Executive Headteacher and Governors for approval and assisting in the overall financial planning process
* Discussing, negotiating and agreeing the final budget
* Using the agreed budget to actively monitor and control performance to achieve value for money
* Identifying and informing the Executive Headteacher and Governors of the causes of significant variance and taking prompt corrective action
* Proposing revisions to the budget if necessary, in response to significant or unforeseen developments
* Overseeing the provision of ongoing budgetary information to relevant budget holders in conjunction with the Finance Managers
* Advising the Executive Headteacher and Governors if fraudulent activities are suspected or uncovered
* Maintaining a strategic financial plan that will indicate the trends and requirements of the Campus development plan and will forecast future year budgets
* Benchmarking systems and information to assess trends and make appropriate recommendations with regard to Value for Money
* Identifying additional finance required to fund the Campus’s proposed activities
* Seeking and making use of specialist financial expertise
* In liaison with the Facilities Manager, Senior Administrator and other staff as appropriate, maximising income through lettings and other activities
* Selecting types of investments which are appropriate for the Campus, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return
* Presenting timely and fully costed proposals, recommendations or bids
* Putting formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
* Monitoring the effectiveness and implementation of agreements

**Administration Management**

In liaison with the Office Manager/HR Administrator ensure that all clerical and administrative functions are carried out to required standards and deadlines by:

* Managing the whole Campus administrative function through the leadership of the Office Manager/HR Administrator & Senior Administrator
* Ensuring that the administrative systems and structures link effectively with other whole Campus management systems
* Developing processes that are affordable and that will enable value for money decisions for those managing resources
* In conjunction with the Office Manager/HR Administrator ensuring that the Single Central Record for both schools is fit for purpose and up to date
* Attending business meetings for the campus to ensure transparency and sound joined up organisation across the campus

**Management Information Systems & ICT**

In liaison with the Executive Headteacher, Network Manager & Senior Administrator ensure data and policy compliance by:

* Communicating the strategy and relevant policies, including GDPR for the use of Data technology across the Campus
* Ensuring contingency plans are in place in the case of technology failure and data breaches as per the emergency plan
* Ensuring data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

**Human Resource Management**

In liaison with the Executive Headteacher ensure effective and efficient staffing structures by:

* Evaluating the Campus’s strategic objectives and obtaining information for workforce planning
* Identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
* Oversee in conjunction with the Office Manager/HR Administrator, the management of recruitment procedures for all staff
* Oversee and monitor the payroll services for all Campus staff including the management of pension schemes and associated services by the Finance Managers
* Checking monthly payroll claims
* Reconciling the payroll data with Campus Sims systems
* In association with the Executive Headteacher ensuring that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements, are clearly understood and put into practice
* Seeking and making use of specialist expertise in relation to HR issues
* Supporting the development of the Office Manager/HR Administrator, Facilities Manager, Finance Managers & Senior Administrator by implementing Appraisal
* Ensuring that the Office Manager/HR Administrator, Facilities Manager & Senior Administrator fulfil their responsibilities in relation to Appraisal
* Oversee the completion of all associated paperwork and actions relating to new starters and variations to employment including production of contracts and variation forms/letters, pre-employment checks/medical checks by the Office Manager/HR Administrator
* Oversee the maintenance of personnel files by the Office Manager/HR Administrator
* Oversee any Occupational Health referrals/ Health & well-being appointments made by the Office Manager/HR Administrator
* Oversee the Sickness absence review monitoring and meetings organsied by the Office Manager/HR Administrator
* Production of School Workforce Census twice a year

**Facility & Property Management**

In liaison with the Facilities Manager lead the facilities operations within the campus by:

* Ensuring a safe environment for the stakeholders of the Campus to provide a secure environment in which due learning processes can take place
* Ensuring the safe maintenance and security operation of all Campus premises
* Following sound practices in estate management and grounds maintenance
* Monitoring, assessing and reviewing contractual obligations for outsourced Campus services
* In conjunction with the Senior Administrator promote the letting of Campus premises to external organisations, for the development of the extended services and local community requirements
* Seeking professional advice on insurance and advise the SLT on appropriate insurances for the Campus and implement and manage such schemes accordingly

**Health & Safety**

In liaison with the Facilities Manager promote the Health and Safety of staff, learners and visitors by:

* Ensuring the roles of Campus Health & Safety Coordinator and Fire Officer are effectively fulfilled by the Facilities Manager
* Ensuring the Health & Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
* Ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
* Ensuring the maximum level of security is consistent with the ethos of the Campus

**Catering Management**

In liaison with the Senior Administrator ensure that the catering provision for the campus is carried out to required standards and deadlines by:

* Managing the whole Campus Catering function through the leadership of the Senior Administrator
* Developing processes that are affordable and that will enable value for money and maximum income revenue

**General:**

To undertake any other duties as required by the Executive Headteacher commensurate with the level 10 of the Redcar & Cleveland Job Evaluation profile code A1468. To participate in annual performance review and undertake INSET relevant to the post

**Person specification**

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against the criteria listed below, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the campus context.

The panel will use the following assessment tools: application form (**App**); interview/assessment activities (**I/A**); reference/certificates or and other employment checks (**R/C**).

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| **Qualifications and experience** | **App** | **I/A** | **R/C** |
| **Essential criteria** | | | |
| 1. Relevant experience in a Business Manager, Financial and/or HR role | ✓ | ✓ | ✓ |
| 2. Foundation degree/ Lvl4 qualification or equivalent in related field | ✓ |  | ✓ |
| 3. Evidence of relevant recent professional development that prepares the applicant for this post | ✓ | ✓ |  |
| 4. Evidence of understanding of current financial and HR situation of schools and Academies | ✓ | ✓ |  |
| 5. Evidence of successfully managing budgets, personnel and project management | ✓ | ✓ |  |
| **Desirable criteria** | | | |
| a. Relevant training for senior leadership | ✓ |  | ✓ |
| b. An understanding of working collaboratively with other schools, partners and wider community | ✓ | ✓ | ✓ |
| c. An understanding of working within a close-knit community |  | ✓ |  |

Strategic direction and shaping the future

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| **Strategic direction and shaping the future** | **App** | **I/A** | **R/C** |
| 1. Experience of successful delivery against agreed strategic plans | ✓ | ✓ | ✓ |
| 2. Ability to articulate a clear vision for future development | ✓ | ✓ | ✓ |

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| **Leadership** | **App** | **I/A** | **R/C** |
| 1. Track record of providing inspiration and leadership to staff | ✓ | ✓ | ✓ |
| 2. Track record of leading by example to promote vision and values for learners, staff, governors and parents | ✓ | ✓ |  |
| 3. Track record of promoting a collaborative style of leadership | ✓ | ✓ | ✓ |
| 4. Evidence of impact in developmental leadership when holding others to account and managing change | ✓ | ✓ | ✓ |

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| **Leading Finance, HR and Premises administration** | **App** | **I/A** | **R/C** |
| 1. Consistently good financial and HR management | ✓ | ✓ | ✓ |
| 2. Sound understanding of value for money principles and evidence of achieving these | ✓ |  | ✓ |
| 3. Track record of assessing, monitoring and evaluating the quality of premises provision including the opportunity for revenue generation | ✓ | ✓ |  |
| 4. Evidence of using data, benchmarks and feedback to monitor progress of an organisation’s effectivity | ✓ | ✓ |  |
| 5. Evidence of sound knowledge of current local and national financial, HR and legislative issues and their significance for management and leadership | ✓ | ✓ |  |

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| **Staff management and development** | **App** | **I/A** | **R/C** |
| 1. Strong inter-personal skills in managing and coaching individuals at all levels | ✓ | ✓ | ✓ |
| 2. Experience of managing and developing staff | ✓ | ✓ |  |
| 3. Supportive of continuing professional development and providing opportunities for growth and development of all staff | ✓ | ✓ |  |
| 4. Experience of carrying out staff performance reviews/appraisal | ✓ | ✓ |  |

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| **Accountability & Managing the Organisation (systems and resources)** | **App** | **I/A** | **R/C** |
| 1. Experience of management of financial and human resources to achieve educational goals | ✓ | ✓ | ✓ |
| 2. Ability to use monitoring and evaluation to improve the efficiency and development of financial, human resource, facilities, catering and lettings systems | ✓ | ✓ |  |
| 3. Experience of using ICT and new technologies effectively for organisational development, tracking and monitoring learner progress | ✓ | ✓ | ✓ |
| 4. Ability to put in place effective communication mechanisms to ensure that governors are provided with the information they need to meet their responsibilities | ✓ | ✓ | ✓ |

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| **Community** | **App** | **I/A** | **R/C** |
| 1. Ability to create strong partnerships with colleagues within and beyond the organisation and the wider community | ✓ | ✓ | ✓ |
| 2. Track record of effective links with organisations and businesses in order to support efficiencies | ✓ | ✓ | ✓ |
| 3. Actively draws on the richness and diversity within the school communities to enhance learning opportunities | ✓ | ✓ |  |

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| **Safeguarding** | **App** | **I/A** | **R/C** |
| 1. Evidence of a commitment to promoting the welfare and safeguarding of children and colleagues | ✓ | ✓ |  |
| 2. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the Campus | ✓ | ✓ |  |

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| **Personal attributes** | **App** | **I/A** | **R/C** |
| 1. An unshakeable belief in the right of children and young people to high quality education and to raising standards of achievement, while recognising the value and worth of each individual and providing an experience which meets their needs | ✓ | ✓ | ✓ |
| 2. The ability to work as part of a team to formulate a compelling vision, supported by a clear strategic plan underpinned by targets and goals | ✓ | ✓ | ✓ |
| 3. Energy and passion in pursuit of the vision, treating challenges as opportunities and creating new targets from setbacks | ✓ | ✓ | ✓ |
| 4. Decisiveness, including challenging, staff, institutions and other organisations and businesses to produce positive outcomes | ✓ | ✓ | ✓ |
| 5. Ability to work calmly, patiently and sensitively under pressure and to manage and resolve conflict |  | ✓ | ✓ |
| 6. Lead by example while adopting a flexible management style that involves appropriate stakeholders in decision making | ✓ | ✓ | ✓ |
| 7. Possesses integrity and can inspire commitment, enthusiasm and confidence of staff, children and young people, parents/carers, governors and the community | ✓ | ✓ | ✓ |
| 8. A lifelong learner who understands the value of creative and innovative thinking and of taking appropriate measured risks as a means to improvement | ✓ | ✓ | ✓ |
| 9. Commitment to equal opportunities and the ability to recognise discrimination in its many forms and be willing to put equality policies into practice |  | ✓ |  |