

# **Queen Elizabeth Grammar School Penrith**



**Application pack for  
School Business Manager**

# Queen Elizabeth Grammar School Penrith

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Headteacher: Paul Buckland M.A.

March 2020

Dear Candidate

We wish to appoint a motivated, knowledgeable, enthusiastic and confident person to join our school as the School Business Manager.

We welcome applications from anyone who feels they can meet the requirements of the enclosed Job Description and who will enjoy working in a busy school environment. Before applying, please have a look at our website [www.qegs.cumbria.sch.uk](http://www.qegs.cumbria.sch.uk) which I hope will give you a taste of the ethos and atmosphere of the school.

I look forward to receiving your application.

Yours faithfully

A handwritten signature in grey ink, which appears to read 'P Buckland'. The signature is fluid and cursive.

Mr Paul Buckland  
**Headteacher**



## **Queen Elizabeth Grammar School Penrith**

A mixed selective academy  
Roll: 911 including 213 in the Sixth Form  
Ofsted: Outstanding in every category

# **School Business Manager**

**NJC Scale 11 Points 35-39 - £37,849 - £41,675**

**Full Time / Permanent**

*(With the potential of some flexibility for the right candidate)*

***To start May 2020 (or earlier if available)***

*The governors of this school wish to appoint a dynamic, suitably qualified and highly motivated School Business Manager to support the smooth running of the school. You will be responsible for managing the strategy and operation of the business functions of our school including financial management, health and safety, human resources, compliance and administration. You will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and allow members of the leadership team to focus on teaching and learning.*

*We are committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.*

***Deadline for all applications: 9am, Tuesday 14<sup>th</sup> April***

Interviews will be held Tuesday 21<sup>st</sup> April

Application packs via TES, DfE Teaching Vacancies,  
our website [www.qegs.cumbria.sch.uk](http://www.qegs.cumbria.sch.uk) or  
from the Head's PA, Mrs Caroline Richards [secretary@qegs.cumbria.sch.uk](mailto:secretary@qegs.cumbria.sch.uk)

## **Queen Elizabeth Grammar School Penrith**

### **Job Description for School Business Manager**

<b>Job title:</b>	School Business Manager
<b>Salary:</b>	NJC Scale 11 Points 35-39 - £37,849 - £41,675
<b>Hours:</b>	37 hours per week
<b>Contract type:</b>	Full Time / Permanent
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	Finance Officer, Payroll Officer, Site Manager, Assistant Site Manager, Catering Manager, Midday Supervisors

#### **Main purpose**

The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of our school including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and allow members of the leadership team to focus on teaching and learning.

#### **Duties and responsibilities**

##### **Leadership and strategy**

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals, including costing the school development plan.
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate. Have a high profile around school and contribute to the school duty rota.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff to ensure the best possible learning environment for students.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff and student wellbeing.

##### **Financial management and fundraising**

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit and report on all aspects of the budget to the governing board at the meetings of the Finance and Pay Committee and attend Full Governors' meetings.
- Monitor the budget all year round, producing monthly management accounts and advising the Headteacher where revisions or changes are needed and where savings are possible.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns.

- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants and support staff with other applications where appropriate.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage the school's lettings offer.
- Liaise with the school catering consultancy and oversee the catering manager.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance staff where appropriate.

#### **Human resources**

- Manage the school's payroll provision with the payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the external HR provider.
- Conduct reviews of the school's support staff structure and, in conjunction with the Deputy Head (Curriculum), ensure effective deployment of all staff, including teaching, and financial efficiency.

#### **Health and safety**

- With the Headteacher and premises team, supervise the maintenance of the school site.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school, in liaison with the Health and Safety Governor.
- Organise health and safety training for staff in conjunction with the appropriate SLT member.

#### **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Track all school policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the risk register.

#### **Administration**

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Provide administrative support for the Headteacher and governing body.
- Be the school's Data Protection Officer (DPO), taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

#### **Site and buildings management**

- Work with the Headteacher and Site Manager to ensure site, buildings and facilities are maintained appropriately.
- Work with the Headteacher and project manager, if relevant, to ensure the successful completion of any building projects.
- Ensure risk assessments for site, buildings and all facilities are completed appropriately;
- prepare and carry out plans in response to risk assessment.

**Generic responsibilities**

- To carry out other duties as may reasonably be required by the Headteacher.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the overall ethos, aims and work of the school.
- To organise and lead meetings of the administrative team.
- To participate in training and other continuing professional development as required.

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Business Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Notes:**

*This job description may be amended at any time in consultation with the postholder.*

## Queen Elizabeth Grammar School Penrith

### Person Specification for School Business Manager

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ A degree - ideally in accountancy, business management or a related discipline</li> <li>➤ A school business management qualification</li> <li>➤ Professional qualification in finance and business management or a professional qualification or equivalent in a relevant field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>➤ Involvement in school self-evaluation and improvement planning</li> <li>➤ Line management experience</li> <li>➤ Experience of change management</li> <li>➤ Contributing to staff development</li> <li>➤ Experience of other areas of school business management including, for example human resources, data protection and Health and Safety</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of financial management - ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries</li> <li>➤ Excellent attention to detail</li> <li>➤ Previous use of Sage 200 for Education, Academy BPS or similar budget software, payroll software and SIMS,</li> <li>➤ Effective communication and interpersonal skills</li> <li>➤ Ability to communicate a vision and inspire others</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> <li>➤ Some knowledge of the law and practice relating to Income Tax, PAYE, Pensions and VAT</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Resilience and a sense of humour!</li> </ul>

# **Queen Elizabeth Grammar School Penrith**

## **School Strategy**

### **Vision**

To prepare our students to succeed in tomorrow's world by providing a secure, challenging learning environment, a rigorous academic curriculum, high expectations, and best practice in teaching, learning and technology enhanced by wide-ranging, extra-curricular opportunities and outstanding pastoral care.

### **Aims**

1. The school aims to build upon its tradition of excellence in terms of both academic and personal achievement. Pupils will be encouraged to strive for the highest levels of achievement to maximise their potential.
2. The school aims to take full advantage of its small numbers to provide a fully inclusive and caring environment in which the individual pupil's personality and abilities are valued and equality and diversity are celebrated.
3. The school will provide an environment in which resilience, creativity, enterprise and initiative are encouraged. Social, artistic and sporting activities will be promoted to develop pupils' interests and talents.
4. The school will do its best to ensure that pupils leave this school to embark upon higher education or employment confident in their skills and learning and fitted for independent, active citizenship. Pupils will respect and care for others and value and protect the environment.

### **Queen Elizabeth Grammar School will**

1. Raise the standard of achievement of all students;
2. Ensure that every child enjoys high quality education in terms of resourcing, tuition and care;
3. Be a reflective, self-evaluative and improving organisation;
4. Provide value for money for the funds expended;
5. Establish and maintain a collaborative partnership with parents, other schools, institutions of higher education, business, industry, commerce and other stakeholders;
6. Conduct its business with the highest standards of integrity, probity and honesty.

