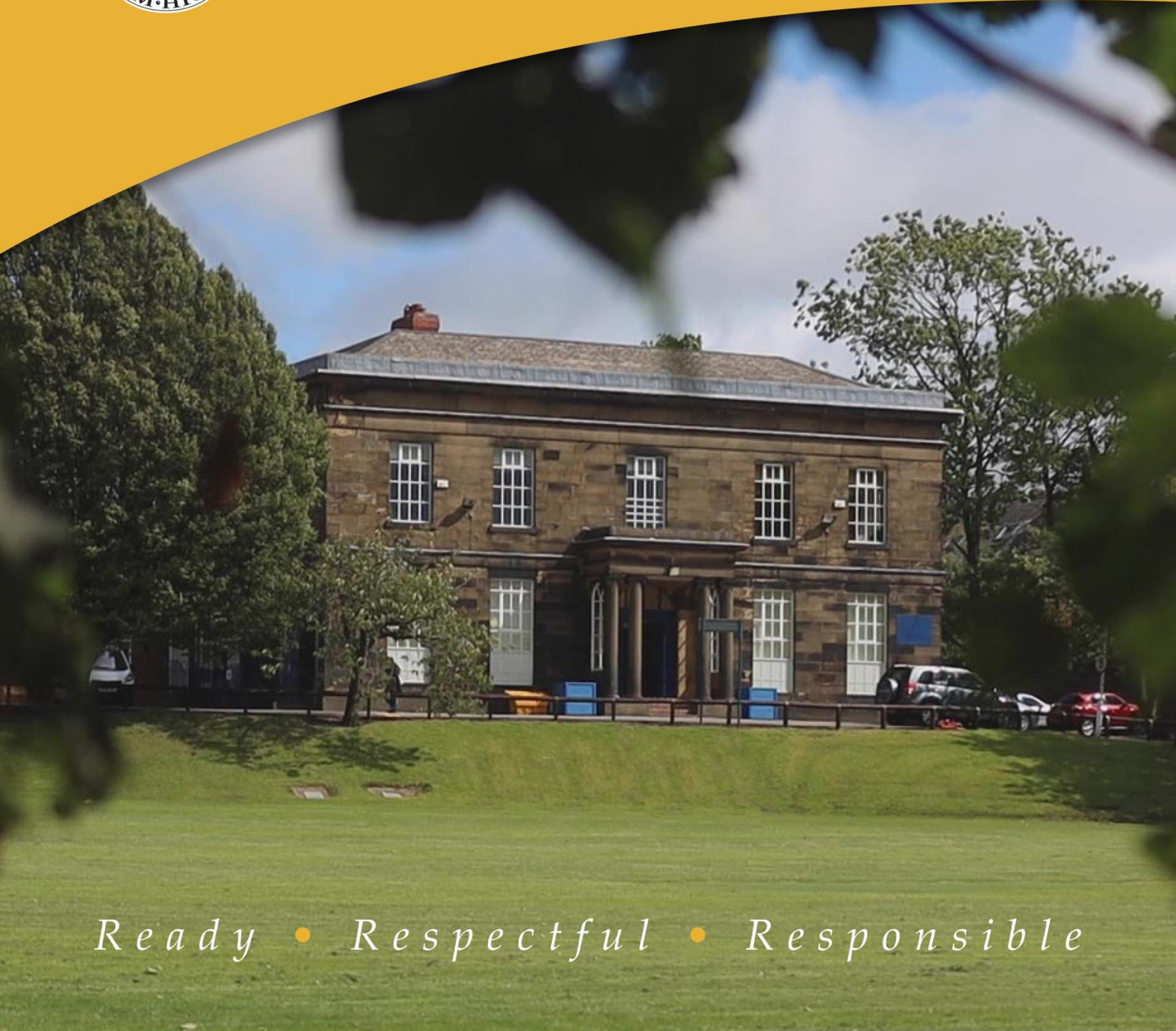




West Hill School

Aiming High Since 1927



Ready • Respectful • Responsible





Business Manager Required for November 2023 Salary Scale £50,680 - £54,635

West Hill School is a popular and oversubscribed boys' 11-16 school. We are a single academy trust located in Stalybridge, Tameside. Our culture is built around our history and traditions, inspiring our pupils and staff to Aim High in all they do.

We are seeking to recruit a dynamic and enthusiastic individual for the post of Business Manager. The successful candidate will join the Leadership team with a responsibility for managing strategy and operations of all elements of the business functions with a strong emphasis on financial management, health and safety, human resources and compliance and administration.

This successful candidate will have a proven track record in these areas, have excellent communication and organisational skills, be proactive and an aptitude for problem solving.

To apply for this post, please complete the application form on TES. Alongside this, please set out in up to 1,000 words why this is the right post for you.

To find out more about us please visit the school website www.westhillschool.co.uk Informal visits beforehand are welcome and should be arranged by contacting the School's Reception Office on 0161-338-2193 or e-mail: recruitment@westhillschool.co.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Shortlisted candidates may be subject to online searches as part of pre recruitment checks.

Closing Date for applications: Midday Friday 29th September 2023

Interviews to be held week beginning 2nd October 2023



A message from the Headteacher

Firstly, thank you for your expression of interest in our school. I hope, like my first visit to the school, you are struck by its heritage, its calm and warm welcome and the sense that our students live our values of Respect, Responsibility and Readiness. As the Headteacher from September 2023, I am impressed with the welcome that the staff, students and community have afforded me, one we hope you get to experience too.

As a school, we serve the needs of our local community and wish to remain at the heart of Stalybridge. We have a beautiful school site and our grounds could be mistaken for a grammar school, but as a Single Academy Trust we serve the needs of our students from Ashton, Dukinfield, Mossley and Stalybridge alongside smaller schools within the Peak District. We have maintained our strong connection with our past and the heritage of our site, alongside our looking and growing to the future. We are a homely community with many staff investing their lengthy teaching careers with us due to the respectful climate we maintain, alongside many staff living locally, invested in making our community the best it can be. We believe it is our duty to ensure teachers can teach in a calm and purposeful learning environment and our behaviour, and the student responsibility over their behaviour, is a strength. Not only this, but we heavily invest and value our student leadership opportunities to bring learning to life. We believe in developing the character and resilience of our learners and remain passionate about our curriculum offer both inside and outside the classroom.

Why West Hill? As a school community the needs of our students and bettering their life opportunities remain at the heart of what we do. We value our staff voice and staff opportunities to learn and grow in the same way we want to nurture our students. We trust our staff to 'do what makes sense' and our staff rise to this trust and respect. Our site has easy commutable links to the Peak District but also to other districts in Greater Manchester and the city centre itself (accessible via train or tram in around 20minutes). We are a community of staff that enjoy working together and welcome new members to our team and social events. We value an opportunity-based curriculum and wish to work to better our community and show our boys how they can too. We have supportive parents who send their boys here due to our strong reputation of excellence. As an 11-16 school with 170 students per year group, we are an ideal size to really get to know our boys and help them on their journey through school. Our passionate pastoral and teaching teams do this incredibly well.

Even if you have not worked in a single-sex school before, come and see us, walk our building and get a sense for the greatness that exists here. This is a special place and I am incredibly proud to lead us forward in our next adventures forward, I hope you join us in this.

Kind regards,

Claire Cronin
Headteacher





Our mission

West Hill School aims to develop confident and ambitious young men, equipped with the skills and qualifications to thrive in a changing world.

Our vision

Every boy will be an independent, committed and engaged learner.

Every boy will embody the characteristics of the West Hill Boy and uphold our values of Respect, Responsibility and Readiness for Learning.

Every boy will participate in a range of extra-curricular activities.

Every barrier to accessing the full curriculum will be removed for all boys.

Every boy who leaves West Hill will make an informed and ambitious transition to the next stage of his learning.

Every member of staff will engage in professional development opportunities to be the best practitioner they can.

Every stakeholder will feel valued and connected to our community.

Every stakeholder will benefit from a continual focus on improving facilities for all.



Job Description

Purpose	The post holder is responsible for ensuring that the school meets its statutory and legislative obligations in relation to financial; personnel; health and safety and facilities.
Responsible to	Headteacher.
Responsible for	Staff at the school via delegated line management responsibility.
Salary scale	£50,680 - £54,635
Contract terms	Permanent, full time (36 hours), all year

Financial Duties

- To act as chief financial officer for the school, ensuring financial standards are compliant with legislation and the requirements of statutory bodies
- Ensuring adherence with the Academy Handbook
- To be the point of contact for all statutory bodies in relation to all financial aspects of the school
- To provide strategic leadership and management of the school's finances, ensuring that resources are deployed in a fair, efficient and cost-effective way
- To be responsible for all matters relating to the management of the school's finances and to ensure such matters are handled in accordance with the financial regulations. This includes management of the bank accounts, VAT accounting, cash handling, public and private funds management
- To prepare the annual budget and three year forecast in consultation with the headteacher for approval by the trustee board and the submission of the BFR to the ESFA
- To monitor the actual budget against expenditure and give notice to the headteacher and trustees of any significant variations
- To produce monthly management accounts for the headteacher and board
- Production and presentation of financial and other relevant information at termly trustee board meetings.
- To be the main point of contact for the school's payroll provider, ensuring that the monthly payroll is processed accurately and timely. Balancing and processing of payments and other returns to employees, pensions and HMRC
- To complete annual returns required by various agencies
- To be responsible for maintaining the estate and capital investment plan, liaising with headteacher and other stakeholders and reporting to the trustee board for approval
- To be responsible for seeking professional advice on insurance and advising the trustee board and the headteacher on appropriate insurance for the school. Implementing the approved insurance and handling any claims that arise
- To be responsible for the preparation and review of tender and specification documents for procurement of goods, services and capital grant applications
- To work with the external auditors in the preparations for the annual accounts and Teacher's Pensions EOYC audit. Prepare all the documentation necessary and arrange for approval with the trustees



- Monitoring the quality of goods and services, seek out new suppliers and organise tendering processes in accordance with financial regulation to ensure that the school receives value for money
- To maintain an Assets Register and the Register of Business Interest
- To ensure that Companies House information remains up to date and annual submission is completed each year

Human Resource Management and Data Protection

- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate – financial, administrative and clerical
- To ensure that all staff contracts are in line with terms and conditions of service and legislation and that payroll and pension requirements are met
- To be the main point of contact with the HR provider. To be responsible for general personnel matters: in particular to issue contracts of employment. To maintain confidential staff records and to ensure that they are held in a secure, confidential manner
- To be responsible for the production and submission of the school workforce census
- To be responsible for professional development, appraisal and training of support staff under your line management including satisfactory monitoring and reporting of probationary periods
- To be responsible for all staff contracts and to co-ordinate the administration for support staff recruitment
- To advise the trustees on policies needed to comply with legislation including, but not limited to, employment protection, equal pay, sex discrimination and the implementation of these policies in the school
- To ensure that the school complies with all requirements under GDPR, working with the schools support provider on compliance and policy management
- To ensure the renewal with the ICO is completed each year

Premises Management

- To be responsible for ensuring that all school facilities are managed effectively, liaising with site, facilities and IT staff on planning and delivery
- The Business Manager will be the main point of contact in school for the Facilities and Catering Managed Services, which involves:
 - Meeting with the contractors on a regular basis to review performance on an operational and strategic level;
 - Ensuring that the Headteacher is fully aware of all related issues;
 - Reporting to trustees as and when required on the Managed Service;
 - Reviewing all costs related to the Managed Service;
- Line management of the sports hall manager responsible for the community lettings
- To be responsible for the planning and coordination of all required statutory servicing
- To be responsible for the planning and coordination of refurbishment programs

Health and Safety

- To act as operational lead for health and safety
- To ensure that appropriate risk management practices and policies are in place
- To report to trustees on any health and safety matters as appropriate

Whole School Administration

- To manage administrative function including school reception, reprographics, records and telephones
- To be responsible for the systems and general management of the school's administrative and financial computer network and the implementation of appropriate MIS systems
- To provide preparation and production of all school records and publications



- To act as correspondent for the DCSF and to be responsible for the records and returns required
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance timelines

General

- To be an active member of the school leadership team, contributing to the effective performance of the team in leading the school
- Providing a range of information to trustees to enable them to discharge their responsibilities and to attend trustee meetings as required
- To participate in the appraisal review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade



Person Specification

Post: Business Manager			
	Essential	Desirable	Method of Assessment
Qualifications and experience			
<ul style="list-style-type: none"> Relevant financial qualification / School Business Management (CSBM/DSBM) 	✓		Application form and letter of application
<ul style="list-style-type: none"> Experience of working at senior manager level 	✓		
<ul style="list-style-type: none"> Evidence of further professional development 	✓		
Professional knowledge and understanding			
<ul style="list-style-type: none"> A strong background in financial management, including budgeting, reporting and forecasting 	✓		Application form and letter of application
<ul style="list-style-type: none"> A detailed working knowledge of payroll, personnel and employment issues 		✓	
<ul style="list-style-type: none"> An understanding of public sector/ education financial requirements, pay and conditions and pensions 		✓	
<ul style="list-style-type: none"> Practical experience of managing projects and delivering to timescales 	✓		
<ul style="list-style-type: none"> An understanding of procurement and contracts 	✓		
<ul style="list-style-type: none"> A working knowledge of health and safety management, including risk assessments 	✓		
<ul style="list-style-type: none"> Experience of policy development, implementation and management 		✓	
<ul style="list-style-type: none"> Experience of working with a wide range of external agencies and regulatory authorities 	✓		
<ul style="list-style-type: none"> Experience of managing a range of people in a variety of roles and experience of leading appraisal 		✓	
<ul style="list-style-type: none"> An understanding of the role of the board of trustees 		✓	
<ul style="list-style-type: none"> Knowledge and understanding of child protection legislation 	✓		
<ul style="list-style-type: none"> Good understanding of GDPR and compliance 	✓		
Key skills and attributes			
<ul style="list-style-type: none"> The ability to think strategically and lead whole school improvement 	✓		Letter pf application / interview
<ul style="list-style-type: none"> The ability to develop and sustain positive professional relationships with pupil, staff, parents and trustees 	✓		



Post: Business Manager			
<ul style="list-style-type: none">• Good judgement in decision making, having the ability to consider complex situations and decide on a course of action to a positive outcome	✓		
<ul style="list-style-type: none">• Have excellent time management skills for a significant workload and able to prioritise responsibilities and ensuring deadlines are met	✓		
<ul style="list-style-type: none">• Have excellent written and verbal communication skills	✓		
<ul style="list-style-type: none">• The ability to motivate and influence others to achieve goals	✓		
<ul style="list-style-type: none">• A commitment to continuous self-improvement and sharing of good practice	✓		

For information:

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.