



PRIESTLANDS SCHOOL

Learn more... Do more... Be more...

Business & Finance Manager

Information for Applicants



Cameron, Year 8 **Lymington Junior**

My time at Priestlands so far has been one of the best experiences of my life! The subjects are fun and I enjoy all of the clubs. I've made so many friends here and I've learnt so many things already. It's just a joy to be here.

From the Headteacher



Priestlands is an exciting school in which to work and we are proud of its many achievements.

We are committed to being a leading comprehensive school that serves the entire community and provides high quality education across the curriculum. In 2015, we were recognised by the Minister for Schools as one of England's top 100 schools for sustained performance at GCSE. Since then we have continued to build on this success with our headline GCSE Progress 8 score consistently placing us among the top schools in Hampshire and the New Forest.

Priestlands is about far more than exam results as our motto, **learn more, do more, be more** implies. Our aim is to develop well rounded young people who have the skills and attributes to be successful in life and make a positive impact in our community

We are looking for someone with an understanding of Education, the capacity for hard work and a passion for continuous improvement, to direct all the school's business operations whilst contributing enthusiastically to all aspects of school life. We are also looking for someone who enjoys their work and has a keen sense of humour!

You can be assured that a warm welcome awaits whoever is appointed. Priestlands is a mutually supportive and friendly staff community, dedicated to the continued professional development of all staff.

I very much hope that, having read the enclosed details, you will wish to apply for the post and become part of the Priestlands team. If so, please complete a Priestlands School application form (available on our website) and send it to me as soon as possible. If you would like to visit the school prior to completing an application you will be very welcome.

We are happy to receive applications sent via email to info@priestlands.hants.sch.uk by the deadline of Monday 1st July 2019. Should you require any further information please do not hesitate to contact us. I look forward to hearing from you.

Peter Main
Headteacher

Our vision is to offer an education of high quality which ensures our young people become creative, enthusiastic, hard-working learners who control their own success and contribute positively to the communities in which they live.

Learn more... Do more... Be more...

The Vacancy

Information for applicants for the post of:

BUSINESS & FINANCE MANAGER

Salary offered will be dependant on relevant qualifications and experience:

GRADE H, Steps 1-5: £47,150 - £53,065 /

GRADE I, Steps 1-5: £55,515 - £62,485

Closing date for Applications:

1.30pm, Monday 1st July 2019

Due to the forthcoming retirement of the current postholder, we are seeking to appoint an enthusiastic and ambitious Business & Finance Manager with excellent leadership skills to join a highly effective and well-motivated Senior Leadership Team in November 2019.

The responsibilities will be as outlined in the job description within this booklet but what is essential is a commitment to our values and vision; an understanding of our journey and intended destination; and a willingness to learn quickly!

The Senior Leadership Team

Currently, there are eight members of the Senior Team:

The Senior Team adopts a collegiate approach, sharing corporate responsibility for planning and decision-making.

Executive Headteacher:

Chris Willsher (appointed as Headteacher January 2001;
became Executive Headteacher January 2018, retires August 2019)

Headteacher:

Peter Main (appointed as Assistant Headteacher September 2013;
promoted to Headteacher January 2018)

Deputy Headteachers:

Julia Emmel (appointed as Assistant Headteacher May 2002;
promoted to Deputy Headteacher November 2009)

Richard Glenny (appointed as Assistant Headteacher June 2002;
promoted to Deputy Headteacher September 2011)

Assistant Headteachers:

Kerrie McAdam (appointed September 2011)

Tom Ritchie (appointed September 2013)

Hayley Yates (appointed January 2018)

Business & Finance Manager:

Carole Gibbs (appointed April 2006)

The Business & Finance Manager joins in all senior team meetings and plays an important role in determining the strategic direction of the school as well as making decisions regarding day to day matters.

Priestlands School places great emphasis on effective line management. Members of the Senior Team work closely with middle leaders to provide them with the support and monitoring they need to develop their teams and themselves.



Application Procedure

Priestlands is an exciting school in which to work. We hope this guide is helpful and that, having read the details, you will wish to apply for the post. If so, please complete a Priestlands application form.

In Section 6 of the form, on no more than two sides of A4, I would ask you specifically to describe:

- your reasons for applying for the post;
- your experience to date and the main features of your current post; and
- how you will establish yourself in this senior position with key stakeholders at Priestlands.

Please do not submit additional documentation.

Completed applications should be returned to the Headteacher no later than:

1.30 pm on Monday 1st July 2019

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.



PRIESTLANDS SCHOOL

Business & Finance Manager

Responsible to: Headteacher

Working Pattern: 37 hours per week

52 weeks per year



Job Description / List of Principal Duties

Leadership Responsibilities

- Contribute to the school development plan as part of the Senior Leadership Team (SLT).
- Contribute to the strategic goals of the school, as part of the Senior Leadership Team, by coordinating appraisal of options and risk assessments that allow informed decisions to be made.
- Attend Board of Governor Meetings as required.
- Lead and manage support staff.
- Responsibility for strategic capital management and site development plans, the oversight of all aspects of maintenance of the school site, the buildings and their efficient operation.
- Ensure a consistent approach to programme leadership/project management, ensuring efficient and effective change management processes, including early intervention mechanisms to avoid possible project failure.
- Ensure and monitor implementation of policies and procedures, providing support and specialist expertise where necessary.
- Establish and oversee the administration functions required as an Academy.
- Plan and manage change in accordance with the school development plan.
- Prepare all relevant policies in accordance with the school development plan and strategic direction of the school.
- Line Manage Finance, Front Office, HR/Payroll, Site, Health & Safety, and Catering staff.
- Work with and maintain good working relationship with the NFDC Leisure Centre.

General Responsibilities

- Promote the school's safeguarding and child protection policy and procedures.
- Maintain confidentiality of information acquired in the course of undertaking all duties.
- Undertake other duties appropriate to the grading of the post as required.
- Ensure compliance with licences and copyright and complete returns as required.

Finance

- Responsibility for all aspects of school finances, practices and procedures associated with the school's delegated budget, including restricted funds so as to ensure legitimate and appropriate spending and budget management, value for money and effective monitoring procedures.
- Prepare annual estimates of income and expenditure for approval by the Headteacher and Governors.
- Monitor and control financial performance to achieve value for money and produce revised budgets throughout the year.
- Identify and inform the Headteacher and the Board of Governors of the causes of significant variance and take prompt corrective action.
- Advise the Headteacher and governors if fraudulent activity takes place. Maintain fraud register.
- Manage capital income and agree expenditure.
- Ensure timely information relating to DfES and ESFA returns.
- Work with external auditors to ensure information is accurate and timely.
- Ensure inventory of school assets is maintained.
- Ensure fixed asset register is maintained.
- Liaise and negotiate with providers of goods and services and third party contractors in consultation with the Headteacher in accordance with Academies Financial Handbook. To conduct regular reviews of arrangements to ensure value for money and high standards of service from contractors.
- Regularly review school accounting systems, procedures and working practices to ensure compliance with financial regulations and audit requirements.
- Advise budget holders on budget planning and spending to ensure legitimate, cost effective and appropriate use of school funds with no overspends.
- Oversee the work of the Finance Team as detailed in their job description.
- Complete applications for funding for grants.
- Ensure goods and services are procured following the procedures contained in the Finance Policy and through appropriate frameworks and Academies Financial Handbook.
- Maintain a register of service level agreements and contracts and ensure regular review.
- Prepare and update all policies relating to finance.

Personnel

- Strategic implementation and regular review of all non-teaching staffing structures.
- Oversee payroll for all school staff to ensure full reconciliation and accurate staff payments.
- Oversee the work of payroll/HR staff as detailed in their job description.
- Ensure monthly accurate returns are submitted to TPS, LGPS and HMRC.
- Ensure accurate annual returns are submitted for TPS and LGPS pension schemes.
- Ensure end of year returns are submitted to HMRC via in-house payroll system.
- Oversee the management of TPS and LGPS pension.
- Advise on workforce planning including a strategy for talent and succession management.
- Ensure HR policies are clearly communicated to all staff.
- Working with the Headteacher , oversee staff discipline and grievance procedures.
- Liaise with trade unions and professional associations as required.
- Work with the Deputy Headteacher to ensure the efficient operation of the support staff appraisal scheme.
- Oversee staff absence and conduct return to work meetings with support staff.

Facilities/Estates/Health & Safety

- Line manage all aspects of building projects and maintenance work on the school premises.
- Draft outline specifications for new buildings and act as a point of contact with regard to liaison with building contractors, architects and other related agencies.
- Prepare and submit applications for Condition Improvement Fund (CIF) grants through the DfES academy capital programme.
- Ensure the necessary buildings, contents and employers liability insurance arrangements are in place
- Ensure the supervision of relevant planning and construction processes are in line with contractual obligations and with due regard to Health and Safety.
- Monitor, assess and review contractual obligations for outsourced School services ie Property Maintenance, Insurance and cleaning contract and ensure they are monitored and managed effectively including ensuring all relevant contracts are OJEU compliant.
- Responsible for the lettings of the school premises to outside organisations and school staff and for the development of all school facilities for out of school use.
- Responsible for devising, reviewing and updating the school emergency plan through consultation with the Headteacher and to ensure that such procedures are clearly communicated to all staff and members of the school management team.
- Prepare and update the site development plan and security policy.
- Oversee the Site Manager's work as detailed in their job description.
- Line manage all aspects of Health & Safety.
- Oversee the Facilities Co-ordinator's work as detailed in their job description to ensure the provision of all aspects of risk management and a programme of H & S checks are in place.
- Produce and update the Health & Safety policy.

Legal

- Advise Headteacher, Governors and SLT when legal advice is required.
- Have an overview of company and charity law, knowing when and how it should be applied.
- Have an understanding of what type of law applies to different situations, commercial, employment, company, equality, health and safety and how advice would be sought when required.

ICT

- Work with the Network Managers to produce IT development plan and agree IT development budget.
- Work with the Network Managers to ensure IT disaster recovery plan is in place.

Catering

- Oversee the work of the Catering Manager and catering staff.
- Negotiate with suppliers to ensure value for money.
- Ensure provisions which exceed OJEU thresholds are procured through a framework or following a OJEU compliant tender.
- Ensure catering staff receive relevant training.

Administration Management

- Lead and manage the School administrative function, defining responsibilities, communication, information and support strategies.
- Work with relevant staff to design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Lead support staff.
- Oversee the work of the Reception team/front office as detailed in their job description.

Educational Visits

- Act as Educational Visits Co-ordinator (EVC).
- Be base contact for agreed trips to include evenings and weekends.
- Ensure Evolve system is maintained and up to date with staff and pupils.
- Advise trip leaders about the legal requirements of running a school trip and deliver training where necessary.

PRIESTLANDS SCHOOL

Business & Finance Manager



Responsible to: Headteacher

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Recognised management/business degree or equivalent related professional qualification.</p> <p>As an alternative, be able to demonstrate an equivalent level of knowledge and skill through extensive relevant work experience.</p>	Qualification or knowledge and experience of School Business Management.
Experience	<p>Significant post qualification experience at senior level managing finances and resources.</p> <p>Managing strategic financial plans, budgets, financial reporting, procurement and fixed assets.</p> <p>Managing change projects.</p> <p>Managing multi teams (ie catering, finance, HR, H&S, site, admin).</p> <p>Managing building projects and premises management.</p> <p>Procurement of services and goods.</p>	<p>Managing within an educational environment.</p> <p>Academy sector</p>
Training	Evidence of continuing Professional Development.	Evidence of training in the specific areas relevant to this post.
Special Knowledge and Skills	<p>The law as it impacts on educational and business statutory responsibilities.</p> <p>Ability to interpret complex issues and think at a strategic level.</p> <p>Able to deliver services and systems applicable for effective school management.</p> <p>Able to deliver value for money initiatives.</p> <p>Able to understand national & regional educational services and deliver appropriate strategies.</p> <p>Able to promote positive relationships with the wider school community.</p> <p>Able to lead teams and individuals.</p> <p>ICT knowledge and its potential for system improvement.</p>	<p>Knowledge of school administrative and accounting systems.</p> <p>Sound knowledge of leadership theory and practice.</p>

Person Specification continued

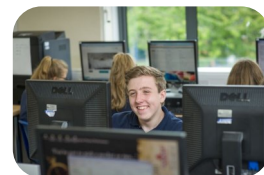
SPECIFICATION	ESSENTIAL	DESIRABLE
Any Additional Factors	<p>Knows, understands and is prepared to give the additional commitment required of a senior leader in a pressurised and fast changing educational context.</p> <p>Confident, resilient and resourceful.</p> <p>Good health and stamina; able to work under pressure and to short deadlines with many conflicting priorities.</p> <p>Highly developed interpersonal skills and articulate communicator both orally and in writing, enabling effective relationships with all stakeholders.</p> <p>Professional and friendly approach with sound judgement and integrity.</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance.</p> <p>Able to empathise and offer support to staff who are experiencing personal issues.</p> <p>A sense of humour.</p> <p>Self-motivated and enthusiastic.</p> <p>Able to work independently and with initiative.</p> <p>Team player.</p> <p>Comfortable with children and young people.</p> <p>Commitment to equal opportunities.</p> <p>Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	

The School

Priestlands School, an 11-16 mixed comprehensive school, became an academy in August 2011. Serving the South of the New Forest, our catchment area covers an area of outstanding beauty, stretching from Beaulieu in the East, to Brockenhurst in the North, and Milford-on-Sea at its most westerly point. To the South lies the Solent, providing probably the most popular sailing area in the country.

We serve eleven primary and junior schools, although our intake includes children from other schools, including a number of private schools. Our intake pattern is eight forms of entry. Our planned maximum capacity is 1215 and we prefer not to exceed this number.

Academy status has generated significant additional income that, so far, has been used to create a Learning Support Centre, refurbish changing rooms and re-clad two tired buildings, install WiFi throughout the school site, and relocate the car park to create a pedestrian-friendly site. The school kitchen and dining hall has recently been completely refurbished and extended. We are about to commence refurbishment of our library space.



Quotes from students, parents, visitors and Ofsted

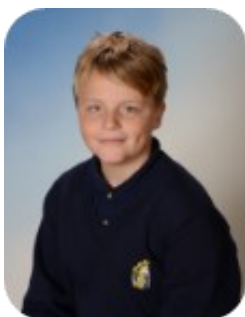
"Parents describe the school as 'amazing, with a real family atmosphere'."

"It's like having a second family"

"At every stage of my children's education the staff have shown unflagging hard work, effort, goodwill, patience, creativity and energy. Always ready to understand, encourage and believe in the potential of each child and to teach them not only within each subject, but also how to be a part of a thriving and multi-faceted community."

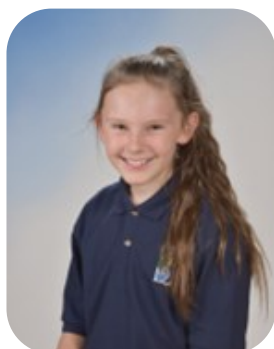
"Pupils are friendly, polite and respectful of each other, staff and visitors.... They are proud of their school and the difference they make to school life."

"The comprehensive ideal is marvellously illustrated at Priestlands."



Tom, Year 8 Milford on Sea Primary

I love Priestlands. The Art Department is amazing and Drama is epic. The Extra-Curricular activities are also amazing and the food is top notch.



Our Facilities

Priestlands is sited on a large and pleasant campus, which we share with Pennington Infant and Junior Schools. The School is surrounded by some 25 acres of playing fields.

There are ten Science laboratories, refurbished Design and Technology workshops, ICT facilities throughout the school, as well as a variety of recently refurbished general classrooms. We have also created an Achievement Support Centre known as The Hub.

Our buildings also include a Grade II listed building, which houses Art and Child Development. We re-commissioned our formerly derelict Grade II listed Coach House building and reclaimed the original Victorian Walled Garden where we keep animals, as well as growing fruit, vegetables and flowers.

We have access to an excellent indoor swimming pool. This facility forms part of the Lymington Health & Leisure Centre, run by the New Forest District Council. The school owns a gymnasium, synthetic turf pitch, sports hall and floodlit tennis courts, enabling us to offer a very wide range of sporting activities, and we are proud of our sporting record.

Our Library, including ICT facilities, provides extended access to learning resources and is supported by Library staff.

There are ICT clusters in many subject areas, including Art, Careers, Design Technology, Maths, Music, Science, the Library and The Hub. Interactive Whiteboards have been installed in all History, Maths and Modern Languages classrooms. Ceiling-mounted data projectors have been installed in all other subject areas.



Iona, Year 9 Lymington Junior

So far my experience at Priestlands has been great. I've really enjoyed PE and I joined the netball and hockey clubs straightaway. My favourite lesson is Art and Design because I like Art! I also really enjoy Drama lessons because our teacher is really nice. I've made lots of new friends here and I really like my tutor group.

The Curriculum

At KS3, students follow a common timetable, which includes English, Mathematics, the Sciences, ICT, History, Geography, Religious Education, a Modern Language (French, German and Spanish are offered), Technology, Performing and Visual Arts (Art, Drama and Music), Physical Education, and a tutorial PSHCE period.

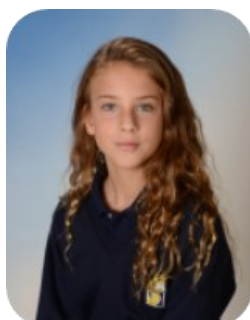
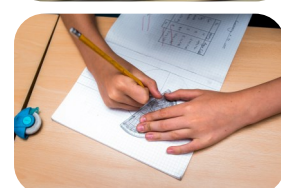
We operate a condensed KS3 curriculum, so that all students complete their KS3 assessments at the end of Year 8, not Year 9. This has allowed the development of a more personalised and enhanced KS4.

At KS4, all students currently follow an extended core comprising: English Language and Literature, Mathematics, Science, Citizenship (Ethics and Philosophy, careers, enterprise and health), PE and tutorial work. Within Science, most students follow the Combined Science course with some taking Separate Sciences.

With the introduction of the English Baccalaureate, we have refined our KS4 curriculum pathways, so that students intending to attend university are strongly encouraged to choose a Modern Language and Humanities subject.

Option subjects currently available include: Art, Astronomy, Applied Business, Child Development, Computer Science, Design Technology, Drama, French, Food & Nutrition, Geography, German, History, Horticulture and Small Animal Care (non-exam course), ICT, Media Studies, Music, Photography, Physical Education (GCSE and OCR Sports Studies), Religious Studies, Spanish, Statistics and a non-examination Study Support course.

Students are taught mostly in mixed ability groups in Year 7, and may be 'set' thereafter, although subject areas use the opportunities offered by block timetabling to group children flexibly. Our intention is to develop more individualised styles of teaching and learning, and we offer increasing opportunities for students to develop independence and a sense of ownership of their learning. Special Needs provision is overseen by our Special Needs Co-ordinator. It is our policy that all teachers are teachers of children with special needs. For the most part, children are supported in mainstream lessons, withdrawal being rare.



Maisie, Year 8 Ballard

My favourite lessons are Spanish, English and Art. I really like Sport. The favourite thing that has happened so far was the beginning of year trip. We went to Fairthorne Manor, which is like PGL but even more fun as we went camping. Priestlands is good!



Pastoral Organisation

It is our intention that our curricular and pastoral work should be integrated. At present, almost all teachers are tutors, and all students have a tutorial lesson each week. The school is year-based, each year having a team of tutors and a Head of Year. Year groups also have an Assistant Head of Year (a staff development opportunity – unpaid but with a laptop!). Each year group has an assigned Pastoral Support Manager, an experienced member of the support staff who fields most phone calls, investigates incidents and supports and mentors students.

Heads of Years have responsibility for monitoring learning across their Year Groups. Year Teams rotate from Years 7 to 11, to maximise continuity.

In addition, a House System operates to provide opportunities for competition and to cement relationships across year groups.

All students wear the school uniform, which is modern, comfortable, affordable and practical. Our Behaviour Management Policy has developed rules for learning, and we have introduced Classroom and Whole School Charters which follow the principles of Assertive Discipline.

School Leadership

There is a regular pattern of meetings, which aims to provide ample opportunities for staff to participate in the decision-making process. We enjoy a close working partnership with our Governors, who are well integrated in the School's management structure.

At present, we have over 70 teaching staff, who are characterised generally by their enthusiasm, and commitment to Priestlands and its students. We have an excellent Admin staff, and our Resources team provide us with excellent ICT, reprographic, library and DTP services.

We are committed to the professional development of all staff, and aim to develop continually as a professional learning community.



Emma , Year 8 Brockenhurst Primary

My favourite things at Priestlands are PE and the other clubs like the Walled Garden. My favourite subjects are Art and Catering. Priestlands is really cool! And it is really not scary when you come here. Everyone is very welcoming!

Ofsted

Priestlands has had six successful Ofsted reports. At the latest inspection (November 2016), under the new tougher framework, we were judged Good. The report said several things of which we are very proud, especially :

- "Pupils are friendly, polite and respectful of each other. They behave very well, they are knowledgeable about the risks of social media and confident about who to talk to if they have any concerns. They are proud of their school and the difference they make to school life."
- "Parents describe the school as 'amazing, with a real family atmosphere'."
- "Parents and pupils are very positive about the care and support that they receive, especially those who need additional help."
- "Pupils and parents are very enthusiastic about the many opportunities the school provides for learning outside the classroom."
- "Staff are hugely positive about the school and enjoy working there because they are well supported and are part of a highly motivated team."
- "Staff value the way that leaders have created a climate in which they can take risks and innovate."



The Future

We want to continue to improve the quality of all that we do, especially the quality of the learning experiences we offer our students.

By becoming reflective practitioners, constantly reviewing and evaluating what we teach and how, we believe we can continue to develop as a school. We hope to provide good career development and opportunities for our staff.

The next few years will continue to be both challenging and interesting. We look forward to receiving your application.



Pippa, Year 8 Durlston Court

My favourite subject is probably English or Spanish. I love all the subjects and the teachers are really nice and easy to talk to.



Priestlands GCSE Results 2018

For the fifth consecutive year Priestlands celebrates strong GCSE results.

Despite the uncertainties of the new exams in many subjects, Priestlands students did very well. English, Maths and Science sustained high performance whilst there were also record results in Business Studies, Computing Science, Geography, ICT, PE and strong performances in many other subjects.



- A third of all grades awarded were at 9-7 or A/A*
- 75% students secured the new standard pass (9-4) in English and Maths
- 55% students secured the new strong pass (9-5) in English and Maths
- 77% of students secured at least 2 Science grades at 9-4
- 26% achieved the English Baccalaureate

In terms of the government's new performance measures which apply to all schools in 2018, the provisional new "Progress 8" figure shows that, on average, students at Priestlands made more progress than similar students nationally by a quarter of a grade in every subject.



This is a superb set of results for our students who have been rewarded for their hard work and exceeded their targets. Priestlands continues to be a successful school, rooted in its community and serving the community well. Education at Priestlands is about more than exam results and we are committed to sustained excellent performance.

