

Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

School Business Manager

Vacancy Information booklet



School Business Manager at Bedford High School

We are seeking to recruit a dynamic and enthusiastic School Business Manager to join our senior leadership team. We are looking for a colleague who has the determination to drive our oversubscribed school forward and realise our ambition to be an outstanding, inclusive school. You will be responsible for managing strategy and operations with a strong emphasis on financial management, health and safety, compliance and administration. The successful candidate will have a proven track record in these areas, have excellent communication and organisation skills. You must possess the skills and determination to make a significant difference to the lives of our students with a solid background in leading and motivating colleagues and developing strategies to improve the support services of our school.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area. Work will soon be underway which will provide our students and staff with an onsite gym and second food court area. We are also expanding our English classrooms which will be completed by December 2022. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

We are proud of our CPD programme that allows all staff to develop their practice and expand their skill set. We believe that teaching is a career as well as a vocation and support our staff to succeed and develop as leaders in education.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

Our School Values

To Care, To Learn, To Achieve.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

Bedford is a great place to work.

I'm very happy here and feel respected and looked after.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

Job Title	School Business Manager		
Job purpose:	Under the direction of the Headteacher to lead on the planning, development and implementation of all financial, administrative and support services within the school including management of support and operational staff. Areas of responsibility include: Finance, Health and Safety, IT, GDPR, Premises, Marketing, School Events, Communication, Website compliance.		
Reporting to:	Headteacher, Senior Leadership Team, School Governors		
Responsible for - Staff	Line management responsibility for IT, finance, premises, lunchtime welfare, and admin teams, catering and cleaning contracts.		
Liaising with:	Headteacher, Governors, outside contractors, other members of staff – teaching and support staff, LA, outside contractors and business people, stake holders		
Grade of post:	G14 (£56,155 to £60,102 pa)	Gauge ref:	A23234
Hours:	37 per week, full year		
Contract:	Permanent		
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. You will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.		
Base:	Bedford High School		
Date	September 2023		

Job Outline
<ul style="list-style-type: none"> • To be a senior member of the SLT and under the direction of the Headteacher to be responsible for the strategic planning, delivery and evaluation of the school. • To assist the Headteacher in co-ordinating, formulating and reviewing the aims and support service initiatives within the school including any change processes and achievement of business objectives. • To develop the strategic and operational planning processes in order to continually progress the school improvement and business plan. • To provide strong leadership for designated areas providing comprehensive advice and making recommendations to the Headteacher, SLT and governing body.

Job Outline
<ul style="list-style-type: none"> • To develop financial planning processes, developing and maintaining rigorous financial systems whilst ensuring all budgets are delivered to agreed timescales. • To ensure the effective deployment of all available resources including budgets, facilities and people • To translate strategies and plans into effective work programmes which are adequately resourced, monitored and reviewed, identifying any area(s) for change. • To ensure the schools management information systems are being used to their full potential facilitating appropriate arrangements are in place to ensure relevant data is continuously updated to support effective monitoring and evaluation of school functions and detailed management reports. • To develop income generating activities including bids for funding from external agencies • To identify areas within the school where change is needed and address any gaps by implementing strategic objectives. • To evaluate, implement and monitor working methodologies applicable to relevant policies and procedures in order to continually improve the support functions within the school • To develop robust quality assurance processes within the school as laid out by the LA and ensure that all agreed policies and procedures are periodically implemented and evaluated. • To line manage all the school support staff either directly or through other team managers. • To have overall responsibility for the school premises and to lead on any adaptation, development and design within agreed budgets, consulting and negotiating with relevant contractors • To be work with the Headteacher on the development and implementation of policies and procedures in order to continuously improve and maintain the operational and support functions across the school. • Effectively and proactively implement Health and Safety legislation for school staff and visitors. • To have responsibility for the daily operations of school premises including effective management of the Site team, Bistro and Cleaning staff. • To oversee the school's website assuring statutory compliance. • Provide robust and effective whole school communication policies and procedures. • To have responsibility for and implement effective and efficient data systems for new intake of students. • Line management of appropriate staff. • To lead on the development and implementation of the marketing strategy for the school and on the development of income generated activities. • To have full responsibility for school's Open Evening. • To liaise with and support appropriate staff members on all school events

Areas of responsibilities:
Financial Strategic Management and Operations <ul style="list-style-type: none"> • Provide leadership of Bedford High Schools Finance and Accounting strategy.

- Ensure that the School financial systems, financial policies and procedures are robust, compliant and support current activities and future growth.
- Lead and develop the finance team.
- Ensure budgeting processes are managed, monitored and reviewed with appropriate reports presented to the Governing Body.
- Manage payroll processes and returns, including all permanent, temporary and fees paid employees.
- Report to Governors on all pay awards and budget implications.
- Have oversight of all matters relating to the management and administration of school finances, including bank accounts, in accordance with financial regulations and to a high standard of efficiency and control.
- Take ultimate responsibility for the school cash management policies.
- Ensure that the regulatory requirements of all statutory bodies are met (e.g. DFE financial and other regulations governing schools and academies, relevant company law and charitable trust requirements as necessary).
- Ensure all statutory funding is received including SEN, LAC, PPG.
- Establish a high level of credibility and manage strong working relationships with external parties including the Local Authority, Auditors, etc.
- Oversee risk management in respect of all aspects of the school's operations.
- Ensure all eligible students are registered for FSM and accurate records of Ever6FSM are maintained.
- Provide strategic leadership in financial growth and management to ensure the long term sustainability and enhanced provision of the school.
- Working with the finance officer, develop and compile budgets and forecasts so that the Headteacher, Deputy Headteachers, Governors and SLT are given timely and accurate advice on all financial and related business matters.
- Be responsible for developing the financial aspects of the SDP, individual action and education plans monitoring their performance, ensuring alignment to staffing and finance plans and presenting regular reports to the SLT and GB.
- Take a leading role in the securing of funds and projects for the school to achieve its goals and objectives.
- Ensure that financial systems within the school, including SIMS (or appropriate alternative systems), meet the requirements of the Schools Financial Value Standard (SFVS) framework, follow sound practice, have clear accountability and are closely monitored.
- To oversee daily maintenance and condition of school buildings.
- To develop, implement and monitor a 5 year rolling plan for the maintenance and refurbishment of the school.
- Further develop depreciation and monitoring of the asset management programme to enable a funded cycle of replacement for major physical assets. Ensure the maintenance of an inventory of school equipment that is up to date and accurate.
- Attend Governors' Asset Meetings and full governing board meetings and additional meetings as requested – including working groups.
- Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and advise the as appropriate.

- Manage all Service Level Agreements.
- Negotiate, manage and monitor contracts, tenders and agreements for the provision of premises services.
- Be responsible for the letting of the school premises to outside organisations and for the development of all school premises for out-of-school use.
- Be responsible for seeking professional advice on insurance and advising Governors of the appropriate insurances for school, implementing the approved insurances, and handling any claims that arise.
- Provide support to potential future development including set up of a Multi academy trust, reviewing and standardising of systems, policies and procedures; establishment of procurement arrangements that will make effective use of the combined purchasing power of all schools within any trust formed.

Daily Operations/facilities

- To ensure accurate asset management of all school equipment is recorded, up to date and accurate.
- To ensure the IT systems are operational.
- To liaise and work with appropriate staff members being jointly responsible for organising whole school event management
- To oversee facilities management to ensure a high standard of cleanliness, maintenance, security, grounds maintenance and development of buildings across school, both internally and externally.

Health and Safety

- Formulating, monitoring, implementing and reviewing the school's Health & Safety policy and procedures including risk assessments, statutory compliance (H&S, Fire, RIDDOR, COSHH, etc.).
- Communicating regularly at all levels within the school on Health & Safety issues.
- Ensure adequate first aid arrangements are in place.
- Advise, guide and challenge all staff regarding health and safety matters and concerns. Ensuring there are robust systems of risk management in place.
- Devising, arranging and monitoring the termly evacuation drills and overseeing regular testing of the fire alarm systems and equipment. Ensuring all evacuation procedures are well understood and fit for purpose.
- Regularly auditing the school's adherence to Health & Safety procedures. Ensuring all required H&S requirements for site visitors or contractors is complied with, as per current legislation.
- Actively committing to making the school a safe and stimulating environment for staff, pupils and visitors.
- To co-ordinate all documentation regarding school trips including ensuring that risk assessments are appropriately carried out, documentation has been properly completed and presented before governors, liaison with the LA Educational Visits Adviser and appropriate transport has been procured, and all cover arrangements are agreed and confirmed.
- To be responsible for all health and safety issues relating to the site, staff and students, and representing the school at relevant external meetings and conferences.

- To select and ensure appropriate training of fire marshals. Ensuring the continuing availability of utilities, site services and equipment. Assist in ensuring the maximum levels of security of the school's premises are consistent with safeguarding legislation and the ethos of the school.
- Ensure that necessary risk assessment procedures are in place and that staff with designated responsibility for risk assessment are trained in the identification of hazards and associated risks.
- Support the Headteacher in the implementation of disaster recovery and emergency action plans.

Data Systems/IT

- To ensure efficient and effective communication with Y6 pupils' parents/guardians including obtaining and organising the administration of cashless catering, appropriate login details for FROG, library, biometrics, data protection, SIMS, consent forms, privacy notices, etc.
- To develop and implement robust information, recording and reporting systems in order to provide comprehensive data analysis of a variety of operational issues.
- To oversee effective management of the school's IT infrastructure.

GDPR (General Data Protection Regulation)

- Ensure the school is GDPR compliant
- Arrange appropriate staff training and communicate with staff about all aspects of GDPR. Liaise with DPO, reporting any data breaches and respond to any requests under GDPR including FOI (freedom of information) requests.

Premises Management

- Lead on strategic responsibility for premises management contracts, (which include cleaning, site management and grounds maintenance) to ensure delivery to the highest standard (benchmarked against the contracted requirements where appropriate) in order to maintain an outstanding learning and working environment for students, staff and the community of extended learners.
- To act as project manager for all premises related projects.
- To monitor catering quality and standards to ensure the school is receiving the highest level of service at the most cost-effective price in the market.
- To assist in the strategic planning for future development of the school buildings, its resources and service to the community served. To deal with all outside contractors, plan works schedules and supervise their work where appropriate.
- Organise use of the land and buildings as authorised by the Headteacher and Governors and be responsible for obtaining outline specifications for new buildings and premises, planning permission and liaison with building contractors, the architect and officers of central and local government.
- Review accommodation needs by liaising with Faculties and to deliver creative solutions to problems.
- To be responsible for the prioritisation of furniture replacement in accordance with budgetary provision.

Marketing and School Events

- To develop and implement an effective marketing and promotions strategy for the school.
- To lead and have full responsibility for organising Open Evening.
- To liaise with and support appropriate staff for school events.

School Communications and Website Compliance

- To review internal and external communication systems and administrative functions including liaise with parents via social and digital media.
- Liaise and communicate effectively both verbally and in writing with staff, parents and external agencies.
- To ensure compliance of the school website. Ensure website is current and up to date with relevant and appropriate information for parents.
- To ensure smooth and effective communication policies and procedures are in place for all stakeholders through FROG Parental Portal, SchoolComms, school website, wisepay, newsletter email groups, etc.
- To be the first point of contact with regard bus and local transport queries.
- To effectively implement a whole school communication policy and procedure.
- Effective line management of IT, finance, premises, lunchtime welfare, and admin teams, catering and cleaning contracts.

Administration Management

- To lead on effective planning, development, design, organisation, implementation and monitoring of support systems, procedures and policies.
- Establish and use effective methods to review and improve administrative systems.

Other Specific Duties

To actively promote and adhere to the policies, procedures and values of the school and Wigan Council.

To cooperate with LA in order to develop effective and mutually supportive working relationships.

To undertake Health and safety training on areas within your remit.

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within area of work.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Significant experience in administrative / finance roles at a senior level	E		A, I, R, P
Extensive experience of managing a large team of staff across a number of diverse areas	E		A, I, R
Experience of preparation of and submission of bids for funding to external agencies	E		A, I
High competency in the implementation and use of ICT systems and procedures	E		A, I,
Experience of managing complex projects	E		A, I, P
Evidence of Continuous Professional Development	E		A, I, R
Significant proven experience of showing leadership skills	E		A,I,R
Experience of working in a school or similar environment		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Degree in Business/Administration/Finance or equivalent recognised qualification	E		A
DSBM	E		A
Willingness to work towards ADSBM		D	A
Management qualification at NVQ level 5 or equivalent or willingness to undertake within agreed timescales	E		A
Project management qualification i.e. PRINCE 2 or proven experience of managing complex projects	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
An in depth knowledge of the business and finance functions within a school or similar environment	E		A, I
Knowledge of legislation relevant to Safeguarding within a school environment			A,I
Knowledge of employment law policies and procedures	E		A,I,R
A detailed understanding of Health & Safety legislation	E		A, I R

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Excellent organisational skills	E		A, I
Ability to maintain confidentiality	E		I
Proven ability to instigate and manage change	E		A, I
Adaptable and diplomatic approach to a range of situations	E		A, I
Willingness to be flexible to work outside the normal working pattern when required	E		A, I
Proven ability to use a high level of initiative to respond to and resolve a wide range of complex and long term problems	E		A, I
Very high level of negotiating and communication skills to deal with a wide range of people and problems	E		A, I, R
Proven ability to convert plans into action and deliver objectives and targets within agreed timescales and budgets	E		A, I
Ability to use initiative to respond to and resolve complex problems over the long term	E		A, I
Proven ability to manage a wide range of staff over a number of areas of work within a large organisation	E		A, I R
Proven ability to develop and implement strategic and operational	E		A, I R

plans, policies and procedures to achieve agreed targets			
Ability to project manage a number of programmes at the same time	E		A, I
Adaptable and diplomatic approach to a range of diverse situations	E		A, I
Ability to work with others as a leader and as a team member	E		I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Monday 9th October 2023 at 9 am

Interviews: to be confirmed

Start date: ASAP

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.