



SCHOOL BUSINESS MANAGER

Application pack

July 2022



About OTS



Established in 2021, Ellern Mede Orange Tree School is an independent school provision that specialises in providing the highest quality therapeutic education to children and young people, aged between 11 and 18 years of age, who may have a variety of complex needs such as Social, Emotional, and Mental Health (SEMH), high-functioning Autism Spectrum Disorder (ASD), attention Deficit and hyperactivity disorder (ADHD), Oppositional Defiance Disorder (ODD) or multi-faceted conditions such as anxiety, depression, and school phobia or refusal.

Ellern Mede Orange Tree along with Ellern Mede Ridgeway and Ellern Mede Barnet, one of the constituent sites of the Ofsted “Outstanding” Ellern Mede School in North London. The Orange Tree site grew out of the years of expertise and the wealth of experience that we had grown and cultivated over the past two decades helping children with eating disorders at our Ellern Mede Hospitals.

We realised that our holistic approaches to education with health that we had successfully used in a hospital setting could be applied to a broader range of children and young people who were not hospital inpatients. Thus, in late 2021, Orange Tree School was founded as a safe, secure, and inclusive environment, where young people could benefit from our outstanding therapeutic education and SEN support.

The student’s needs and wellbeing are at the heart of everything that we do, and we take pride in helping our students to re-engage with their learning and thrive and develop as individuals and as part of a community. We do this through individualised care, in small class sizes, alongside a team composed not just of educationalists, but a wide array of healthcare professionals who work together as part of a multi-disciplinary team.

We are extremely proud of the tireless efforts of all of our staff, driven by the desire to bring about the best outcomes for each and every one of our students. If you have any questions, or know anybody who might benefit from our services, please do not hesitate to reach out to us.

As soon as you walk through the doors of Orange Tree School you can feel its warmth and generosity. Our friendly and diverse community is one that is built on the trust – between students and staff, between students and families, and between everyone who works at the school – that the Orange Tree School will always put the child at the heart of every action and decision.

The very environment that the school inhabits is tremendously beneficial to our students. Our North London site is located within a former church with a rich, two-hundred-and-thirty-year history surrounded by quiet residential streets. The combination of this timeless exterior and modern interior, gives a real sense of the school’s character – a safe and secure setting that combines classical yet forward thinking ideas.

About Ellern Mede

Ellern Mede has been providing evidence-based specialised treatment for children and young people with mental health disorders since 2000. We support children and young people as inpatients aged 8 to 18 years as well as young adults aged 18 to 25, and outpatients aged 12 to 25.

We offer a full care pathway to achieve exceptional rates of recovery. We can assist young people who are emerging from CAMHS to continue into adult services, to the community or back home. We never give up on a patient. Here at Ellern Mede we see beyond the young person's illness to the whole person, giving individualised, confidential, supportive care that allows them to blossom.

Ellern Mede hospital Schools provide education to GCSE and A-level for children and young people while they are out of mainstream schools or colleges because of their hospital inpatient or outpatient treatment. Education is provided on site at Ellern Mede hospitals.

There are three OFSTED-registered schools in the Group with a fourth opening soon in Derby. The locations of the two London schools are Mill Hill, Barnet and Friary Hall in Whetstone. Ellern Mede Moorgate School is located at Ellern Mede Moorgate Hospital.

Ellern Mede School in Mill Hill has been rated "Outstanding" by Ofsted in three consecutive inspections, most recently in February 2022. Education can even continue to be provided after discharge from an Ellern Mede Hospital.



Job Description:

SCHOOL BUSINESS MANAGER

Job title

School Business Manager

Reporting to

Headteacher

Working hours and working days

Full-time, 52.14 weeks, 40 hours per week

Start date

October 2022 (or sooner)

Location

Ellern Mede Orange Tree School
Oakleigh Park North
Whetstone
London
N20 9AR

Salary

£43,000 - £47,000 per annum

Terms of employment

Full-time on a permanent contract, 3 months probation period
Nest pension

Main objective

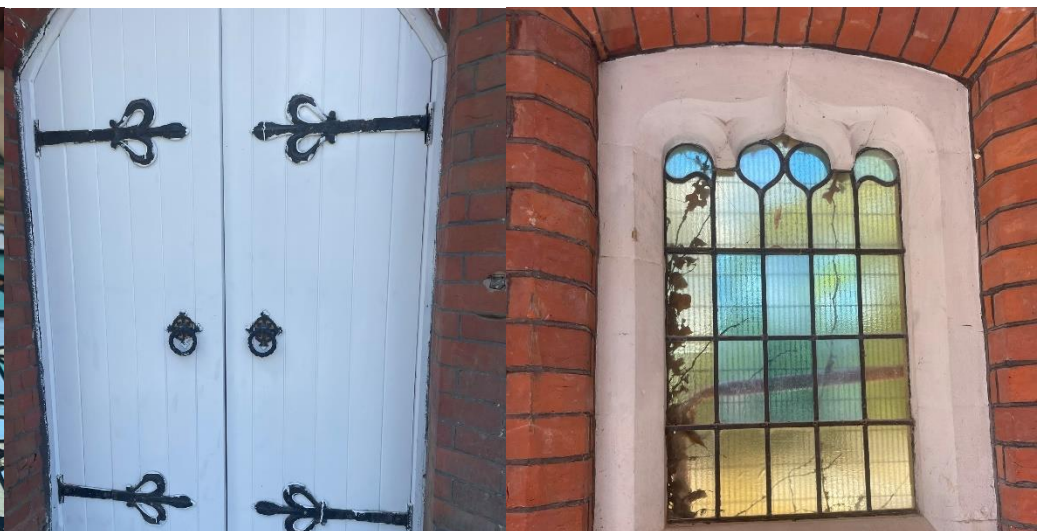
The Business Manager will play a key role in supporting the Headteacher and senior leadership team to ensure our continued progress, with responsibilities including HR management, Site & Buildings, Catering, Health & Safety and GDPR.

- As the school's leading support staff professional, the School Business Manager will work as part of the Senior Leadership Team to assist the Headteacher in his duty to ensure that the school meets its educational and operational aims.
- Provide professional leadership and management of school operational staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's objectives.
- Responsible for the Financial Management, Administration Management, Management Information and ICT, Human Resource Management, Facility & Property Management, Health & Safety Management of the school.

Responsibilities/duties

General Duties Leadership & Strategy:

- To provide strategic vision and leadership in all aspects of Finance, HR and Facilities management.
- Attend Senior Leadership Team and Advisory Board meetings
- Support strategic decision making within the school's Senior Leadership Team
- Responsible for the overseeing of maintenance of the buildings, grounds and equipment.
- Monitor compliance with legal, regulatory, ethical and social requirements across the school.
- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders.
- Give clear vision and direction and set high professional standards to monitor the work of the teams within the support structure.
- Promote and support school events.
- To consult with colleagues and stakeholders in relation to key decisions and activities taking account of views, priorities, expectations and risks.
- Plan and manage change in accordance with the school development/strategic plan.
- Lead and manage all non-teaching support staff.
- Maximise the income generated by the school from short term investments, lettings and the attraction of external funding.



Financial Resource Management:

- Provide strategic leadership and management of the school's finances, advising the Headteacher on all financial matters relating to the school.
- Have overall responsibility for the annual budget, advising the Headteacher and the Advisory Board
- Ensure that financial standards are compiled in line with current legislation and Companies House, HMRC, pension providers and other organisations as required.
- Collate information for the preparation of year-end accounts in liaison with external advisers.
- Present detailed financial reports on revenue and capital funds.
- Ensure that 'Best Value' principles are applied to all procurement.
- To be responsible for all insurance matters.
- Liaise with the Responsible Officer and external advisers on Internal Audit and Control.
- Ensure that monthly management accounts are prepared for Leadership Team and the Advisory Board, showing performance to date against budget and explaining any significant variances in forecast income, expenditure, cash flow or financial position.
- Ensure that financial accounts are prepared in accordance with relevant accounting standards and legal requirements.
- Ensure that finance procedures are understood and applied throughout the school, providing training and support as necessary.
- Ensure the operation of effective purchasing and procurement systems and procedures across the school.
- Ensure the safe custody of bank balances, fixed assets and stocks held by the school and the maintenance of an up to date inventory.
- Negotiate, manage and monitor contracts for services provided by third parties.

Administration Management

- Manage the school administrative function and lead all non-teaching support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns as required for all agencies and stakeholders within statutory guidelines (e.g ESFA, DfE, LA and others).

Management Information Systems and ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Human Resource Management

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's HR policies comply with legal and regulatory requirements and are clearly communicated to all staff in school
- Manage recruitment, performance management, appraisal and development for all non-teaching support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Work with the Headteacher to consider workforce and succession planning, taking into consideration trends and developments in education and budgetary implications.
- Ensure that accurate personnel records are maintained
- In collaboration with the Headteacher, ensure a full induction programme is implemented for all new staff

Facility & Property Management:

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations.
- To deal with all external agencies, delivering services to the School and deal with all aspects of tendering including compulsory, competitive tendering.
- Strategically plan for all assets and resources including maintenance and lettings ensuring high standards of cleanliness, security and catering.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

- To develop senior leadership commitment to risk management and a school culture in which staff are risk aware but also confident in taking acceptable risks in undertaking activities
- To formulate, monitor, implement and review the School's Health & Safety Policy including the development of Risk Assessment procedures
- To advise all staff as appropriate and provide training in Risk Assessment procedures including measures in the event of emergencies.
- To report to the Headteacher on Health & Safety management and strategy.
- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Advisory Board and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
- Any other duties which are required as part of the role

All Staff will

- Support the aims and policies of the school.
- Keep up to date with current trends in education.
- Aim to foster good relations between the school and the community.

Other

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- The school is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the School's Equal Opportunities policy and Use of IT policy.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the school as directed by the Headteacher/Head of Site.
- This job description will be reviewed as part of the Performance Management Process but may be changed at any time if necessary.

Person Specification

	Essential/ Desirable
Qualifications and Training	
Recognised management/business degree or equivalent relevant professional qualification	E
Evidence of Continuing Professional Development and keeping abreast with changes in legislation	E
Excellent IT skills with a high level of proficiency in MS Excel and competence in adapting to unfamiliar specialist software	E
Diploma in School Business Management or other relevant professional qualification in financial management/HR at a minimum Level 5	D
Member of the ISBL or other relevant professional body	D
Experience and Skills	
Experience of working effectively at a senior level either in education, with a track record of delivering strategic goals	E
Experience of managing and presenting large budgets, strategic financial planning and forecasting	E
Good understanding of the development and implementation of policies, procedures and audit requirements	E
Experience of successfully leading and managing a team, directing and coordinating the work of others	E
Full working knowledge of relevant policies, codes and legislation across all areas of the business function including facilities management, HR, Health & Safety and Risk Assessment	E
Ability to strategically influence decision making and resolving complex issues by anticipating problems and recommending solutions	E
Ability to negotiate and monitor contracts in order to deliver best value	E
Financially astute, have attention to detail and able to demonstrate excellent accounting and finance skills	E
Knowledge of a range of ICT packages to support the delivery of services across the school	E
Ability to generate income and drive opportunities for successful fund raising	E
Monitor and evaluate procedures and policies effectively	E
Personal Qualities	
Ability to use initiative, prioritise work and have well developed problem solving skills	E
Able to remain calm, efficient and positive under pressure	E
Confident, enthusiastic and a positive outlook	E
High expectations and a commitment to raising standards of attainment of self and others	E
Good communication, planning and organisational skills	E
Act as a role model to staff and pupils	E
Effective team member and leader	E
Commitment to safeguarding procedures	E
Understanding of promoting positive relationships with the wider school community.	E

How to apply

Candidates are requested to send both a cover letter and completed application form to info@ellernmede.org or apply through TES portal.

The application form can be found through the job page on the TES website.

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact EMS Human Resources.

Ellern Mede Schools has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. All appointments are subject to Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, Disqualification from childcare check (if applicable) and S128 management check. During the interview, all candidates will be asked to talk through their applications, including periods when they were not working. ICS is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974