

Lowton

Church of England High School

Role: Assistant Business Manager

Hours: 37 Hours per week
8.00 am to 4.00 pm: Mon, Tue, Wed, Fri
8.00 am to 3.30 pm: Thurs

Contract: Term time plus 4 weeks/148 hours additional term time or school holiday working* (see pack for full details)

Salary Range: NJC G6: points: 14 – 20

FTE: £27,334 - £30,296
This equates to: £25,208 - £27,939

Start date: February\March 2024



Introduction

Thank you for your interest in this position. We are a 'Good' school in all areas (Ofsted, March 2023) and are on a mission – to provide an exceptional education for every young person that we serve in our school community so that their life chances are transformed.

I started as the new Headteacher at the school in September 2020 with extensive headship and school improvement experience.

Our recent inspection report talks about the 'transformative improvements' in the school in the last few years, reflected in our culture, ethos, quality of education, outcomes and inspection report. You can read the full 'Good' report here: [LCEHS Ofsted Report](#)

The conditions are ripe to continue our journey towards being excellent in all we do. We are now looking for a committed and aligned individual with drive and passion for the school's ambition.

Our school is underpinned by its Christian values of *Caring, Learning* and *Succeeding*. These palpably define the culture of the school. We test all we do through the lens of what is right for each child.

You will hear us use the phrase 'ruthlessly compassionate' which means each and every day we have the resolve, commitment and highest of expectations to do the right thing for every child, because every child has the right to an exceptional education.

In applying for this role, you could be part of our exciting journey towards excellence.

Before applying listen to my message and check out our website:

[Headteacher Welcome Message](#)

If you are interested in the role and committed to our mission and values I look forward to receiving your application.

Kieran Larkin

Headteacher



About us

We are an 11-16 comprehensive school of around 800 students, with an established reputation as a welcoming and forward-thinking learning community.

We pride ourselves on our high expectations in a culture in which students can flourish, thrive and succeed. Our staff surveys and inspection surveys outline that staff are proud to work here.

Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan LA. We serve the community with most students living locally in the towns of Leigh and the village of Lowton. Our student intake is broadly average in terms of prior attainment and student deprivation. The vast majority of students speak English as a first language but you will work in a school that has exceptional students from all walks of life and staff who truly care about the impact of their work.

As a Church of England School, the Christian faith shapes everything we do. We strive to demonstrate to students that each one of them is of infinite worth as a child of God and they are the 'lights of the world', who can make a positive difference to the school and the community in which we live and serve. Our admissions policy does not require students to attend Church, rather we pride ourselves on being a mission-led school in the community for our community.

In considering this role, *you* do not need to be Christian to work here, but we expect staff to be fully supportive of the values that underpin all we do as they are central to our approach in all things.

In a recent parent survey, our parents told us...

- **97%** would consider recommending Lowton to another interested parent.
- **94%** agree that their child is getting the appropriate amount of work.
- **93%** agree that communication from the school is informative and helpful
- **92%** agree that their child is well supported in their learning



About the role

You will be working alongside a friendly, committed and experienced team of administrators.

The role is a combination of three key areas as follows:

- leading on day to day financial management and managing the work allocation for the Finance and Administration Assistant.
- undertaking Human Resource administration for staff absences, staff contracts, payroll submissions and the Single Central Record.
- supporting the reception provision as required ensuring callers, visitors and students are dealt with in line with our core values.

A school day is very varied; no two days are the same. The successful candidate must be able to demonstrate a flexible approach and a willingness to understand and respond to an environment focused on putting the provision of students at the heart of all we do. They are our first priority.

Positive relationships and a culture of high expectations of our students and ourselves are key aspects to the culture of our school and we are looking for people aligned to our values in all we do.

We are committed to delivering the highest standards and our staff are proud to belong to the school; we believe that Lowton Church of England High School is a great place to be. This post offers you the opportunity to work in and with:

- A caring school where you can make a real difference to the lives of young people.
- A school with a strong will and determination to be excellent.
- A school that has high expectations of all who work here.
- A school that places the quality of learning at the heart everything.
- A school that is driven by strong values, invests in its staff and students and has a high regard for their welfare.
- Supportive and cooperative staff who are committed to their roles.
- A caring school where you can make a real difference to the lives of young people.

The benefits of term time working with set hours are ideal for people balancing a busy home life with a career. The 148 hours are mainly worked during school holidays or as additional term time hours during busy periods e.g. year-end.



About you

We are looking to appoint a proficient, organised and motivated individual with suitable experience in finance and HR administration to work as part of our business support team. You may already be in a similar role or developing a range of skills for progression into a School Business Management role; either is fine. You will work closely with the School Business Manager to provide an effective operational finance and HR administration service to all school stakeholders.

The Assistant Business Manager role is both challenging and rewarding and requires a high level of discretion, diplomacy and strict adherence to confidentiality. You will be able to work in a fast-paced environment with the ability to forge positive relationships with staff, students and parents. Attention to detail, the ability to multitask with a personable, caring approach are key to success in this role.

You will be an effective problem solver who will come up with positive and robust solutions to problems. You will have excellent ICT skills and be proficient in the use and application of MS Word and Excel. You will be confident in learning new ICT skills applicable to the role.

You will:

- Have a genuine heart for working with young people.
- Be kind, caring, inclusive and able to form good relationships with young people, parents and colleagues.
- Possess the ability to extend a warm welcome to visitors, navigate distractions to meet all deadlines and be self-motivated with a strong team spirit.
- Possess patience, resilience, tolerance and an understanding of the difficulties young people may encounter with school and home life.

Be keen to play a part in the further development of Lowton Church of England High School.



Safeguarding at Lowton Church of England High School:

Lowton Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Suitability checks will be undertaken in accordance with KCSIE, including identity, Right to Work, qualifications, Prohibition check, two references and enhanced DBS check including Children's Barred List.

In addition, as part of the shortlisting process Lowton Church of England High School will carry out an online search as part of their due diligence on *shortlisted* candidates.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](https://www.gov.uk)

This role involves engaging in regulated activity relevant to children and applicants are reminded that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.



Interested?

- Find out more about the school on our website and Facebook page.
- Speak to a member of staff about the school. We encourage people to visit or phone school with any questions that you may have about the role.
- If you would like to have a conversation please email:
harrisonr@lowtonhs.wigan.sch.uk with your details and a member of staff will get in touch.
- **Closing date: Midnight, 21st January 2024**
- **1st Interview by Zoom: Thursday 25th January 2024 (after school)**
- **Formal Interview Date: Wednesday 31st January 2024**

- **All Applications must be made via TES website:**

<https://www.tes.com/jobs/vacancy/-1975496>

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found. We reserve the right to interview suitable candidates before the application deadline.

Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.

*Term time working means you will only work when the school is open. Up to 148 hours holiday working means you will work an additional 148 hours during term time or school holidays depending to meet the requirements of the role e.g. Year End. If you need more information, please contact the school and we will explain it in more detail to you.



LOWTON CHURCH OF ENGLAND HIGH SCHOOL - JOB DESCRIPTION

Job Title:	Assistant Business Manager
Reports to:	School Business Manager
Staff responsibility for:	Finance and Administration Assistant
Liaising with:	School leadership team, teaching & support staff, external agencies and parents.
Salary scale:	G6
Term:	37 Hours per week, Term Time plus 148 hours holiday/additional term time working
Hours of work:	Monday, Tuesday, Wednesday and Friday 8.00 to 4.00; Thursday 8.00 to 3.30
DBS:	Enhanced

Job Purpose:

1. To provide administration and organisational support to the School Business Manager with the day-to-day running of the school's finances and HR administration.
2. To assist with the effective implementation of school policy and practice with regard to Finance and Human Resources Management.
3. To provide supervision, guidance, mentoring and professional development to the Finance and Administration Assistant.
4. To have the flexibility to provide support to the school reception provision as required ensuring visitors and students are welcomed and dealt with in line with our core values.

Finance:

1. Expenditure

- Provide administration and organisational support to the School Business Manager with the day to day running of the Finance Office, including research and obtaining information for decision making.
- Maintain accurate records on the school's accounting systems (SIMS FMS and Schools Cash Office).
- Process all invoices, journals and recharges in a timely manner, in accordance to the Scheme of Financial Administration (SOFA).
- Oversee the SCOPay system, providing support for parents as required.



- Responsible for the School purchase card and ensuring that procedures are adhered to at all times.
- Maintain the school's bank accounts, ensuring monthly reconciliations are carried out in a timely and accurate manner and any differences are investigated and resolved.
- Provide support to staff for the production of monthly timesheets, expense claims, orders and any other financial documentation.
- Prepare regular reports for Budget Holders and appropriate staff as and when required. Identify significant over or underspends and advise School Business Manager.
- Oversee the reconciliation of School Fund income and expenditure and prepare the annual accounts for external auditing in the Autumn term.
- Maintain the register of Assets and Inventory items.
- Support the SBM with preparation of the Year End close down and Internal Audit inspections.

2. Income

- Issuing invoices for payment and overseeing the matching of receipts with invoices.
- Receive and enter all school income, ensuring correct paperwork is received, receipts provided and an accurate safe log maintained. Prepare income for banking via security cash collection.
- Ensure all transactions are coded correctly and entered onto the school's accounting system
- Oversee parent payments made through SCOPay, reconcile online banking transactions and enter journals on SIMS FMS as required.

3. Petty Cash

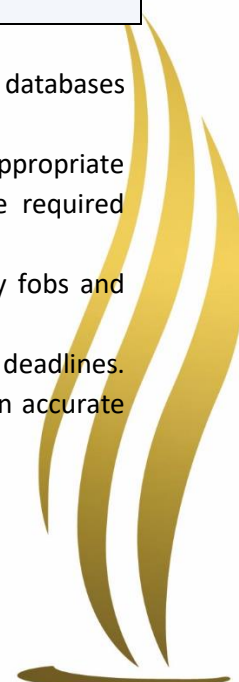
- Manage the petty cash in accordance with Scheme of Financial Administration.
- Ensure accurate record keeping of the FMS petty cash system and the appropriate cost centre recharged.
- Arrange for reimbursement cheques to be cashed as required at the bank.

4. Financial Management Procedures

- Assist the School Business Manager with the overall financial planning process as required.
- Prepare the monthly reports for SBM/HT approval prior to submitting to Wigan Council by the published deadlines.
- Prepare price and contract evaluations and comparisons for particular school projects.

Human Resources:

1. Create and maintain confidential and accurate Human Resources records on the school databases (SAMPeople and SIMS), the payroll system (iTrent) and manual files.
2. Undertake administrative duties in connection with staff contract, preparing appropriate paperwork for SBM approval and submitting documentation to Wigan HR by the required deadlines.
3. Maintain an accurate staff key register and be responsible for issuing keys, security fobs and badges to staff.
4. Process monthly timesheets and sickness absence onto the iTrent system by published deadlines.
5. Undertake the staff Supporting Attendance Policy administration procedure, maintain accurate absence records and highlighting when absence flags are raised.



Safeguarding:

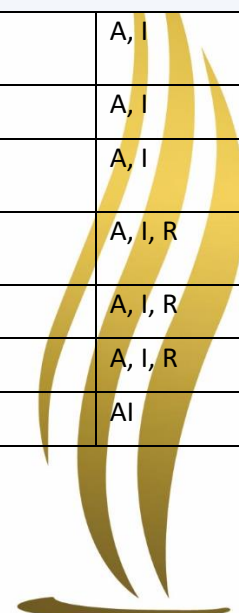
1. Under the guidance of the School Business Manager maintain the Single Central Record ensure it is kept up to date at all times.
2. Undertake staff pre-starter checks including safeguarding DBS, right to work in the UK and Health Management fitness to work clearance.
3. Assist the Business Support team ensuring that all site visitors are processed in accordance with and adhere to the current safeguarding procedures.
Comply with the School's Safeguarding policy to ensure the welfare of our pupils is of paramount importance.



LOWTON CHURCH OF ENGLAND HIGH SCHOOL - Person Specification

				Assessed by:
No:	Categories:	Essential\ Desirable	App Form	Interview \Task
Qualifications:				
1.	NVQ level 4 in Business Administration/accounting or equivalent relevant qualification or willingness to work towards within agreed timescales	E		A, I
2.	3 x GCSE's level C or above including English & Maths	E		A, I
3.	Certificate in School Business Management (CSBM), or equivalent relevant qualification or willingness to work towards		D	A, I
Experience: <i>(the expectation is that the experience meets the post holder's current stage in their career)</i>				
4.	Proven experience of undertaking a range of administration tasks	E		A, I, R
5.	Proven experience of line management and delegating and monitoring tasks	D		A, I, R
6.	Experience of following financial procedures and monitoring budgets	E		A, I, R
7.	Experience of using and implementing various IT packages	E		A, I, R
8.	Proven experience of working within a school		D	A, I, R
Abilities, Skills & Knowledge:				
9.	Knowledge of a range of complex office procedures	E		A, T, I
10.	Knowledge of developing and maintaining administrative and financial procedures	E		A, I
11.	Good working knowledge of operational finance policies and procedures	E		A, T, I, R
12.	Knowledge of school related office procedures		D	A, I, T, R
13.	Knowledge of HR administration and working practices		D	A, I
Personal Qualities:				
14.	A friendly and approachable manner with the ability to deliver polite, courteous and efficient customer focused service	E		A, I
15.	Very good communication skills to deal with a range of people	E		A, I
16.	Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
17.	Very good organisational skills with the ability to manage multiple projects with overlapping deadlines	E		A, I, R
18.	Proven ability to supervise staff	E		A, I, R
19.	A good team player with flexible approach to work deployment	E		A, I, R
20.	Legally entitled to work in the UK	E		A, I

Wigan Council Gauge Reference: A23227



Privacy Notice – Job Applicants

Lowton Church of England High School

Lowton Church of England High School *is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with School's policy review schedule.*

A current version of this document is available to all members of staff and job applicants on the job opportunities section of our website.

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner, and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information

Lowton Church of England High School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

Under data protection legislation we are required to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information that We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;



- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- [Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs.](#)

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect this Information

- We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter a contract with you, or we may be prevented from complying with our legal obligations



We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- our Local Authority in order to meet our legal obligations for sharing data with it ;
- Other schools;
- DBS; and
- Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be



anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. A copy can be requested by emailing dpo@lowtonhs.wigan.sch.uk

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our information security policy.

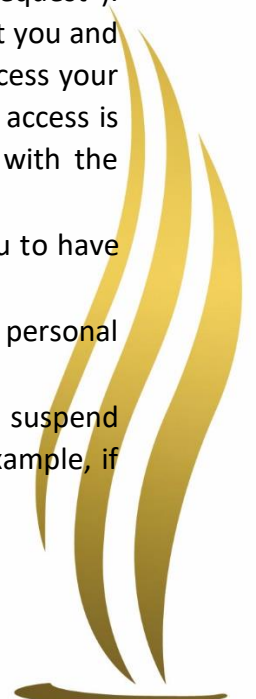
You can find further details of our security procedures within our Data Breach policy and our Information Security policy, available on request.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. We may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.



- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Network Manager (dpo@lowtonhs.wigan.sch.uk) . Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern

We hope that the Network Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Network Manager then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Ltd
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

