



Ysgol Clywedog

BUSINESS MANAGER

October 2023

Full Time

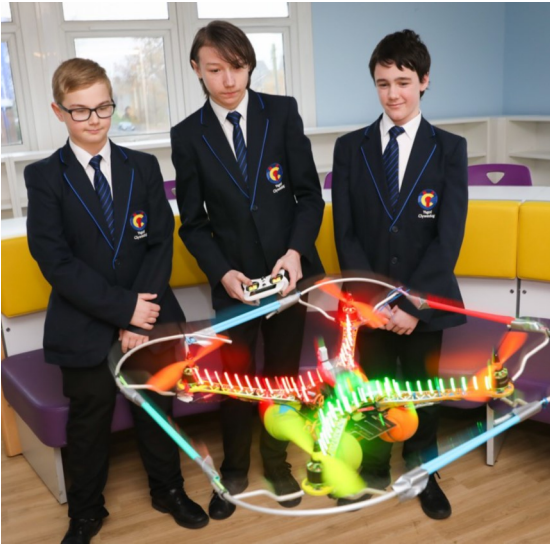
PAY GRADE—L10

Closing Date: 9am 23rd October 2023

Interview Date: w/c 23rd October 2023

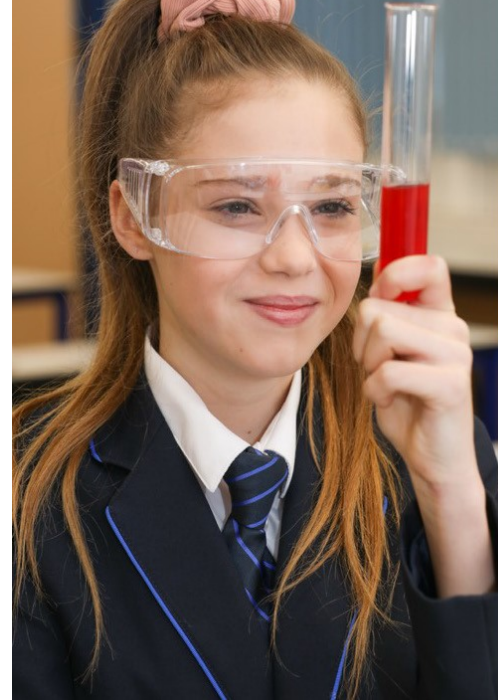
Start Date : As soon as possible





At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress
- enterprising and creative people who contribute fully to life and work
- responsible citizens who make a positive contribution to society
- confident and happy individuals who are able to live safe, healthy and fulfilling lives.



October/Hydref 2023

Dear Applicant

Thank you for your interest in the post of Business Manager. We are looking for a dedicated and enthusiastic Business Manager who can help drive the school forward. We need somebody with a substantial financial background with excellent leadership skills and a dynamic approach that can also lead on the school's Human Resources, Site and Health and Safety responsibilities.

Ysgol Clywedog is an 11-16 English medium community comprehensive school, situated on the western edge of Wrexham in attractive grounds with excellent facilities. We are an inclusive school with 852 pupils on roll, including two resourced provisions – Ymlaen supports students with social anxiety issues and Enfys supports students with learning difficulties. Good relationships are a feature of our school and we are committed to the development of the whole child.

Our ethos is firmly based on respect, which is promoted in all aspects of school life. The high quality of our pastoral care and curriculum contribute to a happy and safe environment. At Ysgol Clywedog we are proud of our students and they are proud of their school.

We are very ambitious and pride ourselves on a culture of high expectations and high aspirations that is central to our ethos. We expect every student to achieve their best in their examinations and to involve themselves in the wider opportunities of school life. Every child is encouraged from the start of their school life at Ysgol Clywedog to aim high and to believe that any future aspiration is possible.

Our priority is to continue to improve the quality of the curriculum, teaching and learning and pastoral care and the resources and conditions required to deliver this. We therefore seek applications from enthusiastic and skilled professionals who are able to contribute positively to an ever-improving school. Please do not hesitate to contact me at the school if you wish to discuss this post in more detail.

I look forward to receiving your application in due course.

Yours sincerely



Mr Alberto Otero
Headteacher

Business Manager - Job Description

Job Title: Business Manager

Work Location: Ysgol Clywedog

Grade: L10

Leads & Manages:

All Non Teaching Staff

JOB PURPOSE

1. The Business Manager is the school's leading support staff professional and works to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims.
2. The Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
4. The Business Manager is responsible for the Financial Resource Management including School Account to Audit standard/ Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School.

GENERAL DUTIES

Leadership and Strategy

1. Be a member of the Leadership Team,
2. To advise Standing Advisory Committees of the Governing Body and the Full Governing Body as appropriate, attending all the Finance, Personnel and Premises with Health and Safety Standing Advisory Committees and others when appropriate.
3. Negotiate and influence strategic decision making within the school's Leadership Team
4. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
5. Plan and manage change in accordance with the school development/strategic plan.
6. To lead and manage all school support staff

Financial Resource Management

1. Evaluate information and consult with the Leadership Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget

4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant people
8. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
10. Identify additional finance required to fund the school's proposed activities seek and make use of specialist financial expertise
11. Maximise income through lettings and other activities
12. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
13. Present timely and fully costed proposals, recommendations or bids
14. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
15. Monitor the effectiveness and implementation of agreements

Administration Management

1. Manage the whole school administrative function and lead all support staff.
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the LA and other agencies and stakeholders within statutory guidelines.

Management Information Systems and ICT

1. Consider approaches for existing use and future plans to introduce or discard technology in the school
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
5. Establish systems to monitor and report on the performance of technology within the school
6. 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
7. Ensure contingency plans are in place in the case of technology failure
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Human Resource Management

1. Manage the payroll services for all school staff including the management of pension schemes and associated services.
2. Ensure the school's equality policy is clearly communicated to all staff in school and is regularly monitored.
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. Manage recruitment, performance management, appraisal and development for all support staff
5. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
6. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
7. Monitor the way policies and procedures are actioned and provide support where necessary
8. Seek and make use of specialist expertise in relation to HR issues
9. Evaluate the school's strategic objectives and obtain information for workforce planning
10. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities



3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations for outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the LT on appropriate insurances for the school and implement and manage such schemes accordingly.
11. Manage and administer all insurance claims.
12. Manage and administer the running and maintenance of the School Mini Bus, including driver training.

Health & Safety

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
4. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
5. Enable regular consultation with people on health and safety issues
6. Ensure systems are in place to enable the identification of hazards and risk assessments
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team, Governors and where appropriate the Health & Safety Executive
8. Ensure the maximum level of security consistent with the ethos of the school
9. 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.

Notwithstanding the detail in this job description, in accordance with the school's flexibility practice the job holder will undertake such work as may be determined by the Headteacher / Governing body from time to time, up to such a level consistent with the Main Responsibilities of the job

Note: This job description is to be reviewed biannually, or as changing circumstances require.



Facility and Property Management

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure the safe maintenance and security operation of all school premises
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
4. Ensure the continuing availability of utilities, site services and equipment
5. Follow sound practices in estate management and grounds maintenance
6. Monitor, assess and review contractual obligations for outsourced school services
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
8. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
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School Business Manager Person Specification

	Criteria	Criteria	Assessment Method
Qualifications			
Recognised Management/Business degree or equivalent related professional qualification or qualification by experience		✓	Certificates at Assessment and Interview Day
School Business Manager specific qualification e.g. DSBM,CSBM	✓		
Training			
Evidence of Continuing Professional Development		✓	Application Form / Letter Assessment & interview day
Member of National Association of School Business Management	✓		
Experience			
Managing strategic financial plans		✓	Letter of Application and Application Form
Managing Budgets, financial reporting, procurement and fixed as-		✓	
Managing change projects		✓	
Managing teams		✓	
Managing HR		✓	
Managing H & S		✓	Assessment & Interview Day
Managing within an educational environment	✓		
Managing at a Senior Management Team level	✓		
Knowledge and Skills			
Able to deliver services and systems applicable for effective		✓	Letter of Application
Able to deliver value for money initiatives		✓	
Able to understand national and regional educational services and deliver appropriate strategies.		✓	
Able to lead teams and individuals.		✓	Application Form
Able to strategically influence decision making within the school		✓	
Able to use a range of ICT packages		✓	
Understanding of promoting positive relationships with the wider school community.	✓		Assessment and Interview Day
Experience of working in a school setting	✓		



School Business Manager Person Specification

	Criteria Desirable	Criteria Essential	Assessment Method
Personal Qualities			
Willingness to constructively challenge the work of self and others to continually improve own and team performance.		✓	Letter of Application
Highly developed interpersonal skills including influencing skills.		✓	Assessment & Interview Day
Ability to work under pressure and meet deadlines, accepting the flexibility to attend twilight & evening meetings as required		✓	Assessment & Interview Day



Ysgol
Clywedog



Completed applications should be returned FAO:
Mrs Lynne Mitchell, Headteacher's PA via email to:
vacancies@clywedog.org

Or by post to:

Mrs L Mitchell, Headteacher's PA

Ysgol Clywedog

Ruthin Road

Wrexham

LL13 7UB

Closing Date: 9am 23rd October 2023

Interview Date: w/c 23rd October 2023

The successful applicant will be subject to an Enhanced Disclosure and Barring Services check (DBS)

Tel: 01978 346800