

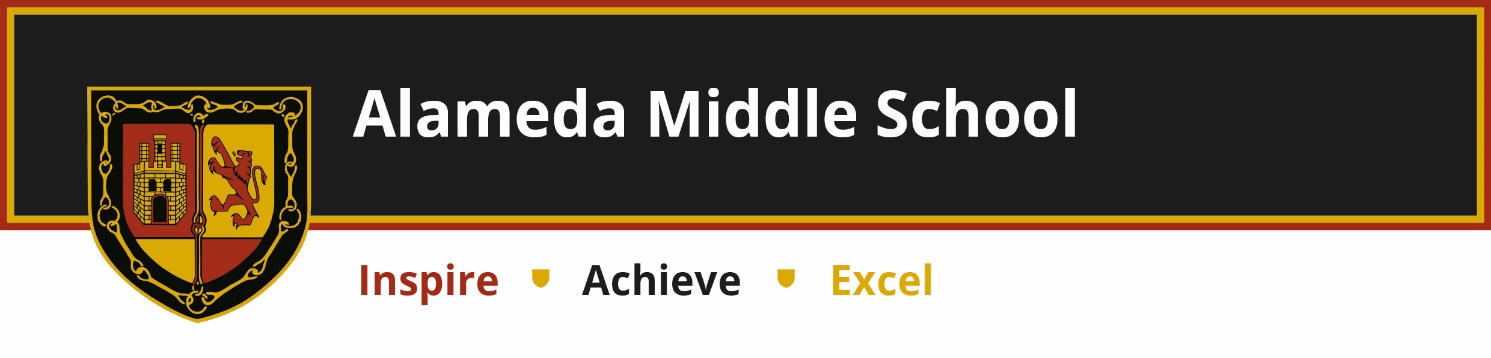




**School Business Manager**

**Application Pack**





July 2017

Dear Applicant

Thank you for your interest in the post. I hope that the information you receive will help and inform your application. We are looking for a motivated and ambitious person to join our leadership team and contribute to raising standards across the school. This is an exciting post and you can make a real difference.

You are very welcome to come and visit the school. Since I joined Alameda in January 2014, I have been impressed with the pupils’ positive approach to learning and the school’s ethos. I am sure you will be too. I will be available for an informal chat about the school and the post.

We seek an enthusiastic School Business Manager with superb communication skills who is committed to excellence. Governors are supportive and want the school to progress to “Outstanding”. In terms of responsibilities you will be required to lead on all support functions including finance, HR induction, recruitment, DBS checks, Support Staff, contracts, including catering and cleaning, facilities, health & safety, income generation and measures to improve efficiencies.

The school achieves well due to the fantastic pupils, drive and ambition of its senior leaders and a strong staff team. It is a purposeful and vibrant learning environment.

Within Alameda, overall standards of achievement are excellent, our children are always eager to learn and are very capable but there are areas which need further development. Alameda is a pleasant learning environment, with excellent resources.

I know that you will find this role rewarding.

Along with this letter, please find:

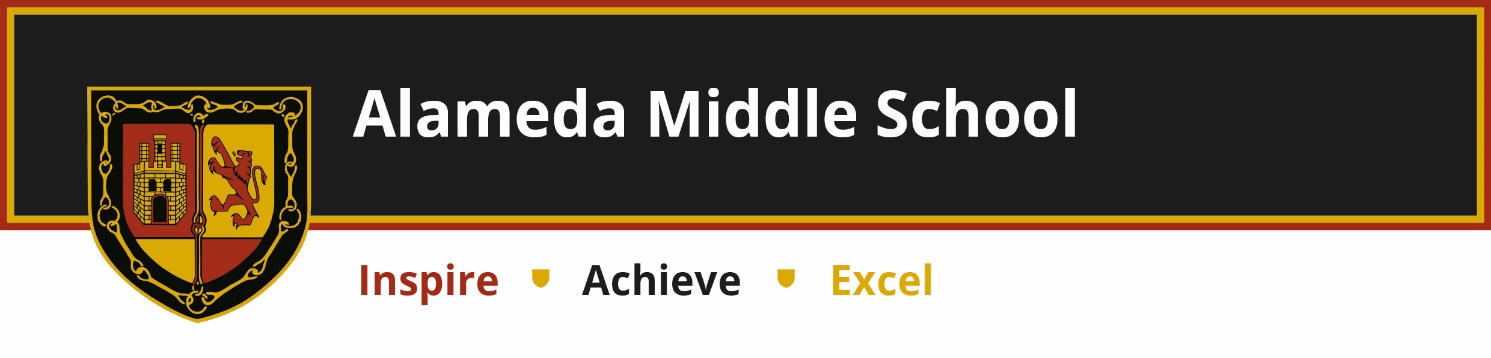
* Background Information about the school
* Job Advertisement
* Personnel Specification and Job Description

I hope this information will encourage you to submit an application. Application forms are available from the school website for download. Applications can be submitted either via the post or email. I would be willing to discuss the post with any potential candidates. You can contact me at the school or by email mwarner@alamedamiddleschool.org.uk

Yours sincerely



Maxine Warner  
**Headteacher**



**Contextual Information**

**History**

Alameda is a large and oversubscribed Middle School Academy. Pupils are aged between 9 and 13 (years 5-8). The school is set relatively close to the center of Ampthill, a pleasant market town in Central Bedfordshire. Pupils who attend come from the immediate local area of Ampthill and Maulden, although some come from further away in Bedfordshire. We have three main feeder lower schools and most pupils go on to Redborne Upper School.

Alameda is part of the Redborne Schools Partnership, with Redborne Upper, Woodland Middle, The Firs, Russel, Maulden, Flitwick, Kingsmoor and Templefield Lower Schools. We are lucky to have strong relationships with the schools in our area. We also have strong links with the Central Bedfordshire Teaching School.

**Pupils and Admissions**

At present, the school roll is approximately 700. Admissions have increased over the past two years and over time will reach 180 pupils (6 form groups) in each year group.

The school has a much smaller than average proportion of pupils entitled to free school meals. Pupil attendance is Outstanding, above the national average.

**Site Issues**

Alameda is set on a large site in picturesque surroundings. The site is bordered by a Site of Special Scientific Interest and the Alameda walkway. We are close to Ampthill park. Classrooms are spread around the main block, with a new block of six classrooms. There is planning permission for a further four classrooms and a new hall.

There are two well equipped ICT rooms and all classrooms have internet access and interactive whiteboards linked to a PC. There is a well-stocked library, a sports hall and a large music suite.

**Staffing**

The school has a leadership team consisting of a Headteacher, two Deputy Heads and a Business Manager. As Middle leaders we have Heads of Year and Subject Leaders. There are 41 teaching staff, 16 learning support assistants, 2 learning mentors, 3 cover supervisors, a librarian, an IT technician, 13 assistants in finance/admin/science/tech, a site agent and assistant site agent and a catering manager and 5 kitchen assistants. We are firmly committed to developing the skills of all our staff.

**General**

We have achieved the Healthy Schools accreditation and the Sportsmark award. We regularly support the training of student teachers from the University of Bedfordshire. We have recently been accredited as a ‘Values Based Education’ school. We strive to reinforce the values of our school that in all that we do.





**Email: office@alamedamiddleschool.org.uk**

**Website: alamedamiddleschool.org.uk**

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**Alameda Middle School**



**Inspire – Achieve – Excel**

**The Vision;**

‘Alameda is an inspiring and dynamic learning environment where all individuals are valued and everyone has the opportunity to achieve their best’

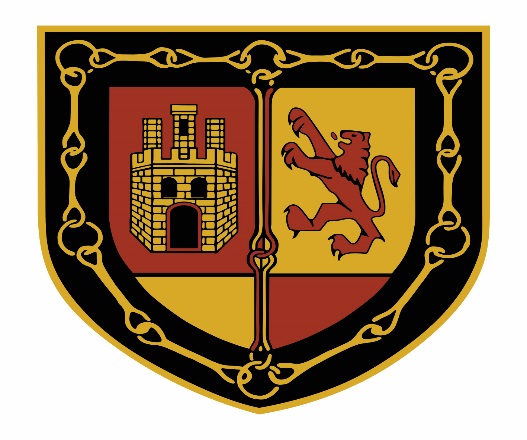
**Our Aims;**

Engaging with and supporting the school’s values

Achieving our best in everything we do

Collaboration and Community, Preparing for change

**Development of our Aims**



**Engaging with and supporting the school’s 22 values;**

· All members of the school community treat each other with mutual respect

· The 22 values are evident throughout the school community

· Providing strong pastoral care and a nurturing environment

· A courteous, caring and self-disciplined school community

**Achieving our best in everything we do;**

· Motivate and inspire our children through an excellent educational experience

· To set high expectations and high standards in all areas

· To encourage all pupils to do their best in all areas

· For pupils to achieve high standards in all assessments and tests and to make excellent progress across their 4 years at middle school

· Staff to have high aspirations and to set challenging targets in academic areas

· The whole school community aim for the highest standards they can achieve

· To work with all pupils to build their self-esteem and confidence

· To develop and use the reward system effectively

· To encourage pupils to share and appreciate the achievements of others

**Collaboration and Community;**

· To communicate with and treat all members of the school community with respect

· To involve parents in their child’s learning

· To keep parents and carers well informed about their child’s progress

· To welcome members of the community into school

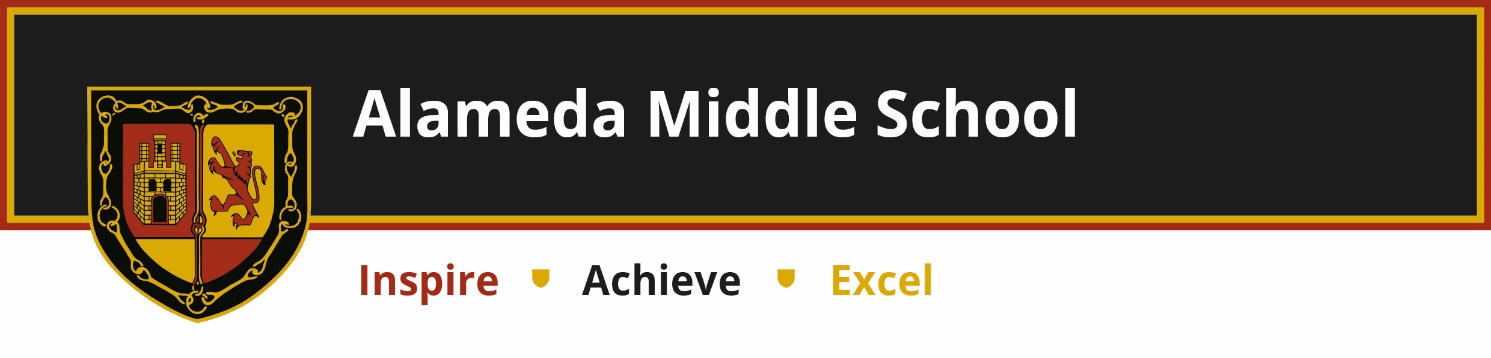
· Pupils are involved in decision making in school. They are encouraged to make a positive contribution to the school and wider community

**Preparing for Change**

· To ensure that excellent ICT facilities across the school enhance teaching and learning

· To continually look to the future and be aware of technical developments which will enhance learning

· To ensure that resources are well use to improve the learning experience



**School Business Manager**

**Pay Scale: NJC 40-46**

**£35,093 - £40,619**

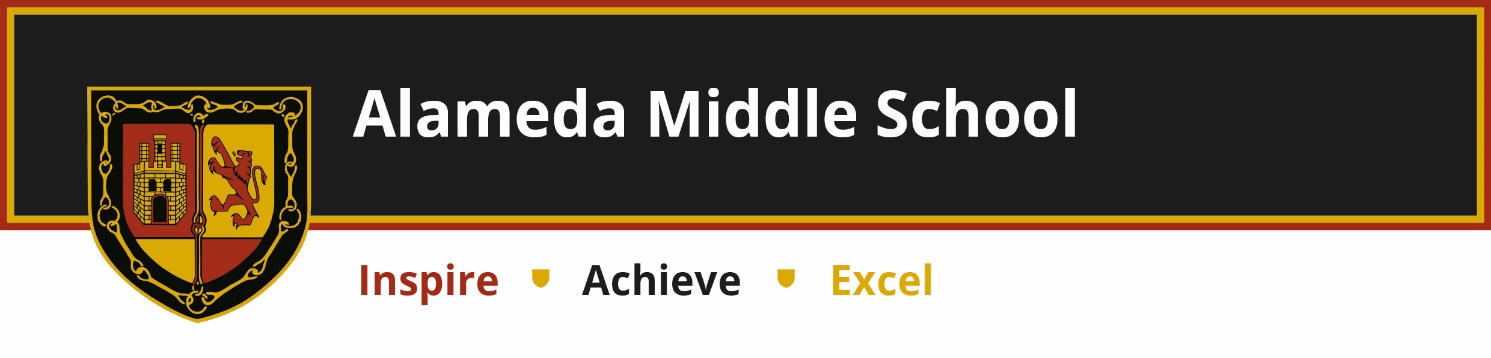
We are looking for an enthusiastic, dedicated School Business Manager with the ability to lead strategically on Administration, Financial, Premises and HR management.

If you are interested in the above post, please download a pack from our website. (CVS will not be accepted) You may also contact Mrs Tilley for more information or to arrange a visit to the school: ctilley@alamedamiddleschool.org.uk

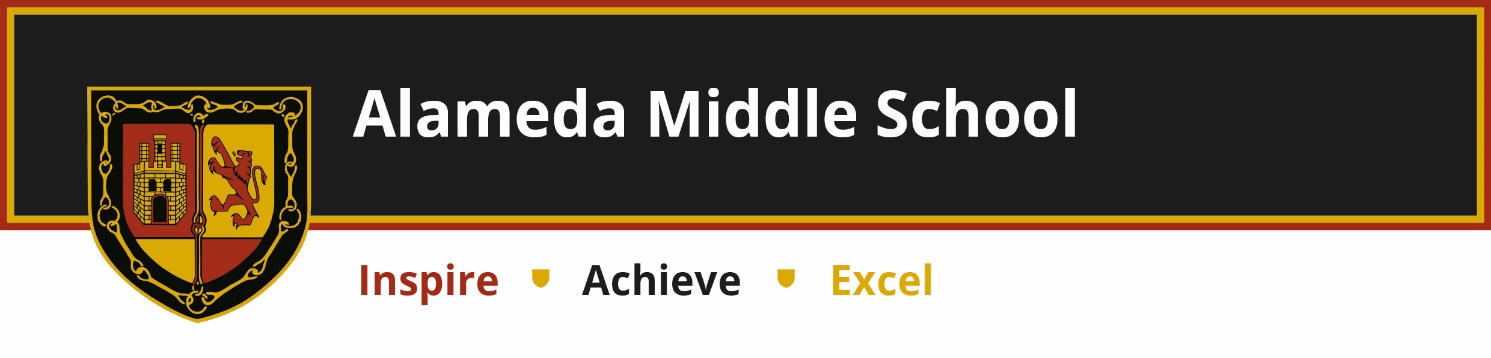
Full details are on our website. www.alamedamiddleschool.org.uk

The successful candidate will be subject to an enhanced DBS check.  Alameda is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.

**Closing date: Monday 18th September 2017**



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| **School BUSINESS MANAGER**  **Job Description** | |
| **Pay Scale: NJC 40-46** | |
| **Responsible to:** | The Headteacher |
| **Main purpose of the job:** | |
| Responsible for general leadership and management of non-teaching functions including Finance, HR, Premises and Administration. Responsible for facilitating the effective coordination and cohesion between support functions throughout the school. Responsible for effectively leading the support staff and delegating responsibilities to bring about equally high standards in all areas. | |
| **Main job functions. The post holder will effectively:** | |
| Promote and safeguard the welfare of all students in accordance with DFE guidelines and ensure that all staff are committed to, and comply with the same.  Ensure that the health and safety of all students and staff is promoted consistently and maintained to a high standard at all times in accordance with the school’s relevant policies and procedures including but not limited to Race Equality and Equal Opportunity policies.    Attend training and meetings as necessary to remain fully informed about developments in relation to developments in the education sector.  Comply with the relevant aspects of the ‘School Teachers Pay and Conditions’ and NJC publications in force at the relevant time.  Play a full and active part in activities related to the continuing improvement and prosperity of the school. | |
| **Management Responsibilities:** | |
| **Staff management:**   1. Ensure workloads are managed effectively and efficiently across the support staff, manage and motivate staff in the team to maximise their contribution to the work of the school and to provide a flexible, supportive and efficient unit; 2. Identify performance, development and training needs of both the administrative team and individuals within it and address them appropriately using the systems and resources provided; 3. Liaise with line managers to assist with identification of performance, development and training needs of both the administrative and other support staff; 4. Support the continuous professional development of the staff team to achieve their full potential; 5. Ensure all staff are aware of their responsibilities with regard to the school’s Equality and Health and Safety policy and procedures; 6. Be an effective managerial line manager for all support staff and regularly liaise with functional line managers to ensure consistency and efficiency throughout the school.   **Administration management**   1. Line manage the administration team to include performance management; 2. Develop and manage efficient department systems that address business requirements; 3. Lead on HR, administrative, financial, Business and Premises procedures for the whole school and give advice and   training on their application where necessary;   1. Ensure that staff are aware of their responsibilities with regards to statutory returns and internal procedures.   **Financial management:**   1. Oversee the work of the Finance team, line managing the Finance assistant; 2. Advise the Headteacher on all aspects of financial planning and budget management; 3. Within the DfE and LA guidelines, take responsibility for financial processes within the school and take remedial action; 4. The ensure that the expenditure remains within the approved budget; 5. Provide financial monitoring information and reports to the Governors and SLT; 6. Respond effectively and swiftly to recommendations by Auditors on behalf of the Head teacher and governors; 7. Undertake the annual budget planning cycle in accordance with agreed deadlines and reporting systems.   **Premises management:**   1. Line Manage the Site Agent; 2. Lead on financial control and budgetary procedures relating to the premises; 3. Lead on the monitoring and quality control of external contracts; 4. Take responsibility for building improvement and Health and Safety matters.   **SLT**   1. Be an effective member of the SLT, implementing any actions that may arise as part of the team; 2. Lead on communication systems throughout the school suggesting improvements when required and managing the production of public documentation; 3. Keep the rest of SLT informed of statutory and regulatory changes as they relate to the school and ensure that the rest of the SLT is fully briefed; 4. Work with the rest of SLT to write and implement the school development plan.   **HR management:**   1. Ensure that reporting on HR matters to external bodies is completed within the agreed deadlines; 2. Manage and maintain accurate staffing records ensuring they are kept updated and used in accordance with the Data Protection Act; 3. Lead on the application and implementing the rules of the Data Protection Act; 4. Monitor support staff absence and implement the Attendance at Work policy and procedures, presenting the management case at Employment Review meetings; 5. Report attendance statistics to the Head teacher and governors as appropriate; 6. Manage the recruitment process in accordance with the DfE rules, employment law and best practice; 7. Liaise with and obtain advice from the HR provider as appropriate; 8. Implement an effective robust induction programme for support staff to include necessary and appropriate assessments; 9. Routinely monitoring workforce levels and forecasting staffing levels as appropriate. 10. Take responsibility for the Single Central Record and Safeguarding relating to employees, contractors, visitors and volunteers.   **Governor support**  Advise the governors on HR, financial and premises related matters and organise/provide any required training in these functions and attend Governors meetings when appropriate. | |
| **Confidentiality:** | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Alameda Middle School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | |
| **Data Protection:** | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984. | |



**Person Specification: School Business Manager**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications** |  | Recognised management/business degree or equivalent related professional qualification. School Business Manager specific qualification i.e. DBSM, CBSM, ADSBM or M.Sc. School Business Management. | Certificates |
| **Training** | Evidence of Continuing Professional Development | Member of National Association of School Business Management | Application form |
| **Experience** | Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing H & S. | Managing within an educational environment.  Managing at a Senior Management Team level. | Application form |
| **Knowledge and Skills** | Able to deliver services and systems applicable for effective school management. 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. Able to strategically influence decision making decision making within the school.  Able to use a range of ICT packages. | Understanding of educational enterprise issues.  Understanding of promoting positive relationships with the wider school community | Application form |
| **Personal Characteristics** | Highly developed interpersonal skills including influencing skills.  Willingness to constructively challenge the work of self and others to continually improve own and team performance.  Ability to work under pressure and meet deadlines |  | Application form |









