



HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

Business Manager

ACHIEVEMENT & EXCELLENCE



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AND SIXTH FORM**
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September 2021

OFFICIAL SENSITIVE

Dear Candidate

Thank you for your interest in this position, particularly during these challenging times.

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your Letter of Application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

The closing date for applications is Wednesday 15 September. Should you wish to discuss the role prior to making an application please contact Mrs Helena Carter by telephone 01376 460470 or email hed.carterh@hedingham.essex.sch.uk.

I look forward to receiving your application.

Yours sincerely

Andrew Harvison
Headteacher

Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH

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Approved
Centre



Hedingham School and Sixth Form Mission Statement

Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21st century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

Our School Motto is:

'Ready', 'Respect', 'Safe'

Vision

This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:

- To provide the **knowledge and skills** required to be successful learners
- To create **resilient and independent** learners who are able to meet the challenges of the 21st century
- To **prepare** learners for the next step in their education
- To **broaden their horizons** through a rich and varied **enrichment** programme
- To encourage learners to be **active citizens** who contribute positively to the **community**

JOB DESCRIPTION

Business Manager

Salary **LGPS Scale 12 (Point 43-48) £46845 - £53311**

Effective Date **January 2022**

RESPONSIBLE TO:

Headteacher

Job Purpose

- To assist with the strategic planning aspects including all financial implications in accordance with the financial regulations and ensuring that the school makes the best possible use of resources available.
- To be responsible for the disciplines of Finance, Personnel Management, Facilities Management, Administration, all general training and development of staff, and all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- To be responsible for/effect 'Risk Management', for example to Health and Safety and in the management of any third party service contracts.
- To be responsible for management of Compliance on all aspects of Finance, HR, Payroll, Health and Safety, Pensions, HMRC, GDPR and Governance in liaison with Headteacher and Governing Body.
- To act as a 'bridge' to facilitate closer working relationships between teaching and support staff.
- Clerk to the Governors.

Finance

- To be responsible for all matters relating to the administration of the school's finances and to ensure such matters are handled in accordance with the financial regulations. This includes oversight of the bank accounts, VAT accounting, cash handling, public and private funds.
- In consultation with the Headteacher, the preparation of the annual budget for approval by the Governing Body.
- To monitor the actual budget against expenditure and give notice to the Head and governors of any significant variations.
- Maintain the School Risk Register and provide termly update and annual review information to the Governing Body.
- To provide budget details to the Governing Body (Monthly), and to appropriate governors' meetings throughout the year.
- Monitoring of payments of salaries by Juniper Payroll Services ensuring that the required returns are completed to deadlines e.g. superannuation, taxation and NI.
- To complete monthly checks in conjunction with the Accounting Officer for bank reconciliation and payroll returns
- To complete the month VAT Claim and monthly Contribution Claim to Teacher Pension

- To complete the annual returns required by the following agencies, TPA (Pensions), HM Revenue and Customs (Income Tax, NI and VAT), ESFA (rates)
- To complete and submit the termly Census to the DfE
- To be responsible for seeking professional advice on insurance and advising the Governing Body and the Headteacher on appropriate insurance for the school. Implementing the approved insurance and handling any claims that arise.
- To be responsible for preparation of bids in respect of grant applications.
- To prepare and submit financial and premises returns as required by ESFA
- To prepare all the documentation necessary for the annual audit and submit final accounts to the Governors
- To prepare all the documentation necessary for the termly internal audit and submit report and action plan to Audit and Risk Committee of Governors
- To prepare all the documentation necessary for the annual audit of the Teacher Pension End of Year Certificate and submission to Teacher Pensions
- Monitoring the quality of goods and services, seek out new suppliers and organise tendering processes in accordance with financial regulation to ensure that the school receives value for money
- To lead the management and compliance of operating leases and presenting recommendation to the Governing Board.
- To maintain an Assets Register and the Register of Business Interests

Personnel Management

- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate – administrative and clerical, financial, premises and maintenance staff.
- To be responsible for general personnel matters: in particular to issue contracts of employment. To give advice to governors on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To attend at Employment tribunals as necessary. To maintain confidential staff records and to ensure that they are held in a secure and confidential manner.
- To be responsible for professional development, appraisal and training of all support staff including satisfactory monitoring and reporting of probationary periods.
- To be responsible for all staff contracts and to co-ordinate the administration for support staff recruitment.
- To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc. and the implementation of these policies in the school.
- To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
- To act as the school's Health and Safety Co-ordinator and Fire Officer.

Premises and ICT Management

- In liaison with the Site Supervisor to be responsible for the maintenance of the school site and the buildings and for the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, energy conservation etc.
- In liaison with the Network Manager be responsible for the management of the schools ICT Infrastructure hardware and software.
- To oversee cleaning in liaison with the Site Supervisor. (Site Supervisor has direct line management of Cleaning staff).
- In co-operation with the fire service or accredited agencies to be responsible for the installation and maintenance of equipment for protection against and escape from fire. To

keep records of and to initiate regular fire practices and alarm tests. To ensure emergency procedures are current and timely.

- In liaison with the Site Supervisor to be responsible for the security of the school site.
- In liaison with the Site Supervisor to be responsible for the management of the upkeep of playing fields, gardens, all weather surfaces, playgrounds and land drainage.
- In liaison with the Site Supervisor to ensure the maintenance of boundaries, footpaths, roads and rights of way.
- In liaison with the Site Supervisor to be responsible for the management of the purchase, repair and maintain all furniture and fittings.
- In liaison with the Site Supervisor to conduct regular reviews of the site in order to identify the main health and safety issue specific to the school and how they relate to students, staff, visitors and contractors.
- In liaison with the Site Supervisor to know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
- To be responsible for overseeing the work of the Lettings Officer (Site Supervisors) with regard to letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- To acquire and dispose of land and buildings as authorised by the Headteacher and Governing Body.
- To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school facilities advisor.
- To know about risk assessment tools and how to use them to establish hazards within the school and the associated risk involved.
- To ensure the maintenance of the incident management guidelines and disaster recovery plan and operate the elements linked to the resource management responsibility.

Clerk to the Governors

- Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the Governing Body functions.
- Oversee effective administrative support to the governing body and its committees.
- Ensure the Governing Body is properly constituted.
- Manage information effectively in accordance with legal requirements.
- Attend Termly Full Governors, Finance and Premises and Audit and Risk Committees.
- Attend Annual Admissions Committee and other Committees as required.

Whole School Administration

- To manage administrative function including school reception, reprographics, records and telephones.
- To be the Lead on Data Compliance in regards to GDPR. Including leading the annual audit.
- To be responsible for the systems and general management of the school's administrative and financial computer network and the implementation of appropriate MIS systems.
- To act as correspondent for the DfE and to be responsible for the records and returns required.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance timelines.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION

Business Manager : Secondary

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	An appropriate degree (or professional equivalent) Experience of working at a senior management level within an organisation Accounting or School Business qualifications would be an advantage
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management Understands the ESFA and Academies Financial Handbook requirements and procedures A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Outstanding literacy skills
	Numeracy	Outstanding numeracy skills
	Technology	Highly competent ICT skills
Communication	Written	Ability to instigate and produce complex returns and write highly complex letters and reports.
	Verbal	Ability to exchange highly complex information clearly and sensitively. Ability to address SLT and Governing Body
	Languages	Use initiative to overcome any communication barriers with children and adults.
	Negotiating	Highly effective negotiation skills and the ability to achieve best possible outcomes. Ability to effectively manage difficult or controversial exchanges.
Working with children	Behaviour Management	Understand and implement the school's Behaviour Management Policy, as required.
	Curriculum/School organisation	Good understanding of the learning experience provided by the school in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the school. Represent the school at LA and consortium meetings.
	Relationships	Be able to create good relationships with pupils, parents, staff and governors Be accessible and approachable
	Team work	Work creatively within a team environment both as a manager and team member. Be an exemplar for values and behaviours
	Information	Develop and implement highly effective systems to share and safeguard information.
Responsibilities	Organisational skills	Experience of strategic planning activities and the development of business plans Experience of financial planning, financial management and budgetary control within an organisation Have the ability to plan and organise at both the tactical and strategic level
	Line Management	Experience of leading, managing and motivating a team of staff Offer dynamic and effective leadership Lead by example and be a role model
	Time Management	Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately

		Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently.
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Good understanding of Health and Safety.
	Child Protection	Good understanding and compliance with Child Protection procedures.
	Confidentiality/Data Protection	Good understanding and compliance with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members