

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



Dear Candidate

Letter from the Headteacher

Thank you for your interest in applying for the post of School Business Manager at Chace Community School. I hope that this application pack gives you a flavour of our school and I encourage you to visit to see our school vision and values in action.

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield. We are proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence. I take immense pride in the work of all our staff and students. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. The passion and hard work of my team was validated by OFSTED in April 2022 when we were judged as Good in all areas. Since then, our annual Challenge Partners reviews continue to reinforce that the provision at Chace is 'effective'.

This is an exciting time to join our school. In October 2024 we were granted planning permission from the Local Authority to rebuild our school as part of the Department for Education's plans to regenerate schools. This £32 million pound investment means you will be working in one of the most sustainable and eco friendly schools in the country and have an input into the final building design.

Staff at Chace really do make a difference. We do work hard and set high expectations of our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book The Learning Rainforest: Fieldbook for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

Following 20 years of exceptional service, the current School Business Manager has resigned, leaving the school in an excellent financial and operational position. I am therefore looking for a School Business Manager who is passionate, driven and motivated to contribute to our continued school improvement journey. We are in a healthy financial position and our organisation operates well, but I welcome a fresh pair of eyes and new ideas. I am also looking for a team player who is personable and enthused to work with me, the Governing body and wider stakeholders to deliver continued school improvement. Ideally, the successful candidate will join us at the start of the spring term to allow for handover with the current School Business Manager. If you are thinking of joining us, please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to my team.

Best Wishes



Ms Tanya Douglas
Headteacher



School Business Manager

Status: Permanent

Hours: 36 HPW x 52 WPA

Scale: SM4 (possibility of SM5 for the right candidate based on skills and experience)

Actual Salary Range: SM4 £63,768 to £66,948

Start date: January 2025

We are seeking to appoint an experienced individual to join our School Leadership Team (SLT) who is suitably qualified and highly motivated for the role of School Business Manager. You should be a highly skilled professional with a strong work ethic and exceptional attention to detail. You will play a key role in ensuring strategic and financial management of the school.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The Application Process

The deadline for applications is **Monday 2nd December 2024 at 12pm** and interviews will take place on **Friday 6th December 2024** subject to references.

Chace Community School is an Equal Opportunities Employer, and we encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school values **'Belonging, Responsibility, Excellence'** and our school motto **'Excellence has no limits'**. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

If you would like to discuss the role further with the Headteacher or Chair of Governors before visiting the school or making an application please contact Ms Harewood, HR Manager at recruitment@chace.enfield.sch.uk to book a telephone call.

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.



Job Description and Person Specification: School Business Manager

JOB DESCRIPTION

Post Title	:	School Business Manager
Status	:	Full time, Permanent
Line Manager	:	Headteacher
Hours	:	36 hpw x 52 wpa
Allowance	:	SM4 (possibility of SM5 for the right candidate based on skills and experience)
Start Date	:	January 2025

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

The School Business Manager is the school's leading support staff professional and works to assist the Headteacher in their duty to ensure that the school meets its educational priorities and takes a lead role in helping them formulate the long term business and financial strategy for the school.

The School 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. The School Business Manager is responsible for the financial management, administrative management, human resource management, facility and property management, catering, cleaning and health and safety management of the school.

The School Business Manager is a member of the School Leadership Team who under the leadership of the Headteacher work together to:

- Formulate the aims and objectives of the school;
- establish policies through which they shall be achieved;
- manage staff and resources to that end;
- monitor progress towards their achievement.

Qualities

The School Business Manager will:

- Maintain high standards of ethics and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and staff, aligning to our belief that '*Excellence has no limits*'

Duties and responsibilities:

Strategy and improvement

- Be proactive in advising the Headteacher, Senior Leadership Team (SLT) and Governing Body of the finances and business affairs of the school;
- Play a central role in the SLT, regularly presenting and advising at SLT meetings, Governors' Resources Committee meetings and Full Governing Body meetings;
- Line manage associated staff and create and maintain a culture of high expectations;
- With the Headteacher, SLT and Governing Body provide stability and protection, as far as possible, from unforeseen adverse changes in admissions, funding and other adverse changes in the economic climate;
- Support the Headteacher and work in partnership with the SLT in the day-to day management and smooth running of the school, maintaining high visibility and a proactive presence within the school community;
- Oversee the risk management and disaster recovery processes and procedures;
- Oversee, create and update relevant policies related to the role as directed by the Headteacher;
- Undertake any other reasonable duties as requested and delegated by the Headteacher.

Finance Resource Management

- Develop and implement the school's financial strategy by carrying out financial modelling enabling well-informed strategic decisions and ensuring that the school is properly resourced and financially effective;
- Ensure accurate financial records are maintained and reported on a regular basis to the Headteacher, SLT and Governors including the Schools Financial Value Standard, the 3 year budget, quarterly returns and any other relevant financial self-evaluation documents;
- Allocate and manage the school budget, overseeing the separate accounts held by budget holders and ensure that they remain within their allocation;
- Work with the Deputy Headteacher Curriculum to ensure the curriculum is fully budgeted and financially viable using the principles of ICFP;
- Line manage the Finance team and ensure they operate in accordance with financial regulations;
- In conjunction with the Finance team have an overview of fee collection, cash handling, banking and the cashless payment system and ensure that outstanding fees are managed according to policy;
- Be responsible for the input and balancing of the school's monthly reconciliation statements in accordance with the Local Authority's financial regulations;
- Represent the school at the LA Finance Forum and other SBM networking groups as appropriate;
- Maximise income generation and ensure that it achieves its given target;
- Monitor the Private Account;
- Be responsible for the development and operation of effective purchasing, tendering and procurement procedures, ensuring best value principles are met across the school;
- Liaise with the appropriate school personnel and appropriate outside agencies over the preparation of Service Level Agreements;
- Ensure that all financial returns are accurate, on-time, in the correct format and sent to relevant bodies;
- Manage the relationship with and maintain the confidence of bankers, solicitors, auditors and insurance brokers;
- Ensure that the Headteacher is kept up to date with insurance matters;
- Represent the school when auditors inspect our financial records and procedures;
- Monitor, share and challenge spending of the Pupil Premium and High Needs funding;
- Contribute to the accurate completion of the census to ensure appropriate funding is allocated to the school.

Facilities and Property Management

- Oversee the work of the Site Manager, ensuring the proper safety, maintenance and repair of the school is carried out with minimum disruption to the school;
- Devise a development plan and maintenance schedule with the Site Manager, Headteacher and Governors for premises upkeep and refurbishment;
- Oversee the asset management plan (including fabric and furnishings);
- Project manage all minor and major capital schemes, identifying appropriate funding sources and liaising with the Local Authority and external contractors;
- Oversee premises security including, CCTV systems, access control, visitor management, working in partnership with the Site Manager and Headteacher;
- Monitor, assess and review contractual obligations for outsourced school services;
- Maximise income from lettings and agree, monitor and review the lettings arrangements with the external letting agent.

Catering and Cleaning

- Manage the catering and cleaning services, ensuring they are effectively monitored and provide value for money in accordance with the contract terms;
- Monitor the quality of service from the caterers and cleaners and raise any concerns on behalf of the school as required;
- Monitor income generated from catering and the expenditure from both services to ensure best value;
- Monitor catering suppliers menu to ensure nutritional standards are maintained and that we meet the Healthy Schools benchmarks;
- Oversee the contracts and carry out relevant tendering procedures in a timely manner as contracts come up for renewal.

Health and Safety

- Act as the Health & Safety Officer managing, monitoring and reviewing all related matters;
- Ensure Risk Assessments are updated annually and ensure new/revised regulations are adopted and implemented;
- Ensure annual health and safety audits are completed and any subsequent action implemented and associated training organised;
- Ensure the accurate reporting of accidents to RIDDOR, the Headteacher and Governors;
- Act as Senior Fire Marshall and lead the annual practice fire and lockdown drills;
- Lead the monthly health and safety meeting with the Health and Safety Officer, Site Manager and Health and Safety Staff representative ensuring minutes are circulated in a timely fashion to the Headteacher and Health and Safety Governor. Monitor items needing action;
- Liaise with the Health and Safety Governor regarding termly visits and report to Governors at the Governors Resources Committee and Full Governing Body meeting;
- Ensure the school's written Health and Safety policy statement is clearly communicated, implemented and regularly reviewed.
- Liaise with the LA and Site Manager to ensure timely monitoring of legionella and asbestos is carried out.

Human Resources (HR)

- Oversee all support staff and continually evaluate and review their performance through appraisal;
- Line manage the Human Resources Manager, overseeing their work to ensure relevant policies and procedures across the school are consistently upheld;
- Ensure payroll is completed accurately by the HR Manager and make necessary changes in light of staff salaries;
- Work with the HR Manager to ensure all relevant HR policies, including from the Local Authority, are adopted and upheld including safeguarding, disciplinary, grievance, absence management policies.

Other



- Approve staff and Governor CPD requests using the Local Authority booking system;
- Approve requests for educational visits through the Evolve system ensuring necessary risk assessments are carried out prior to the trip.

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school vision and values;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Person Specification

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Educated to A level (or equivalent) with English and Maths Grade C/4 or above	✓		Application
Professional Qualification in Finance or Accounting (CSBM, DSBM, AAT, ACCA) or related degree	✓		Application
A range of in-service training		✓	Application
Experience			
Experience of finance or business leadership including managing a large budget	✓		Application
Experience of working with Senior Leadership in a school or other sector	✓		Application/Interview
Evidence of leading a team where outcomes remained excellent or improved under their leadership and self-evaluation		✓	Interview
Experience of managing and dealing with confidential data / issues appropriately	✓		Application/Interview
Experience in leading the performance management of colleagues and / or contributing to their professional development	✓		Application
Experience of managing and maintaining accurate records	✓		Application/Interview
Knowledge and Skills			
Ability to demonstrate excellent finance and accounting skills	✓		Application/Interview
An understanding of funding systems, financial regulations/procedures and DfE guidance	✓		Application/Interview
Ability to effectively interpret, analyse and present data and excellent ICT skills		✓	Interview
Ability to plan strategically and be a resourceful project manager	✓		Interview
Sound knowledge of site maintenance, development and the appropriate knowledge of Health and Safety requirements.	✓		Application/Interview
Ability to keep up to date on relevant policies and procedures in line with health and safety	✓		Application/Interview
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	✓		Interview

Ability to use initiative and have well developed perceptive diagnostic and problem-solving skills.	✓		Application/Interview
Ability to manage staff and external stakeholders, at all levels	✓		Application
Attention to detail/working with accuracy	✓		Interview
General/Personal Qualities and Characteristics			
A commitment to the school's vision and values	✓		Application/Interview
Ability to build and maintain relationships through strong interpersonal skills	✓		Application/Interview
Ability to communicate clearly and effectively both orally and in writing	✓		Application/Interview
A 'can do attitude' and an ability to solve issues as and when they arise	✓		Application/Interview
Integrity, loyalty and a commitment to the Nolan Principles	✓		Application/Interview
Ability to multitask, work under pressure and handle a diverse workload whilst maintaining a calm demeanour	✓		Application/Interview
A commitment to the protection and safeguarding of children and young people	✓		Application/Interview
A commitment to equality of opportunity and inclusion	✓		Application/Interview