



WORKING AT HILLVIEW SCHOOL

# JOIN OUR TEAM

For Appointment of:  
*Business Manager*



# WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

Our vision is that: students unlock their pure potential to drive their future and thrive in society.

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school here young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017'.

Further details of the school, including breakdown of performance figures, can be accessed through: [www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.

We have a strong and mutually supportive Senior Leadership Team at Hillview with shared values and sense of purpose but with a variety of experience, skills and approaches. There are no hierarchies within the team, with all members directly line-managed by the Headteacher. The composition of the team is as follows.

Hilary Burkett	-	Headteacher
Aurelie Gage	-	Deputy Headteacher
Rebecca Edwins	-	Deputy Headteacher
Holly Smith	-	Assistant Headteacher
Letty Neill	-	Assistant Headteacher
Teresa Boag	-	Assistant Headteacher
Teresa Copeland	-	The View@East Street Centre Manager
Vacancy	-	Business Manager
Amanda Dennett	-	HR Manager



There is also an extended leadership structure at Hillview that meet regularly and includes all of the above SLT plus:

Kate Aplin  
Director of English

Marcus Adanah  
Director of Science

Ken Burkett  
Director of Sixth Form

Alison Powell  
Director of SEND

Emma Knight  
Director of Maths

Stephanie Rukin  
Director of Student Progress

We are looking for someone whose qualities and skills will complement those of the current team and make a significant contribution to strengthening the leadership of the school. You will be committed to learning and developing yourself and be able to enhance the performance of all those you work with. You must have the adaptability to lead, build and contribute to a variety of teams to achieve our shared goals. In fulfilling these expectations you will be allowed some considerable autonomy but also provided with substantial guidance and support as required.

# JOB DESCRIPTION

**Job Title: Business Manager**

**Location: Tonbridge, Kent**

**Duration: Full Time**

**Package: Hillview Range**

**£66,922-£75,394**

Reports to	Headteacher
Line Management:	Finance Assistant, Site Manager, Littleview Nursery Manager, IT Manager
Liaises with	Other members of SLT, TV@ES Centre Manager, All Teaching and Support Staff

The Business Manager holds a key position of responsibility within The Hillview Academy Trust and oversees the Trust finances which encompasses Hillview School for Girls, Littleview Nursery and The View@East St. The main role is to ensure that the financial, physical and legal health of the school is good, financially stable and has a positive impact upon the learning of the students and the well-being of both staff and students.

## **Job Purpose**

- Is a leading support staff professional and works as part of the Senior Leadership Team (SLT) to assist the Head Teacher in their duty to ensure that the school meets its educational aims.
- 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.
- 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.
- Leads on the financial stability of the school.
- Responsible for the Financial Resource Management, Management of Information and ICT, Facility & Property Management and Health & Safety Management of the School.
- Main liaison for any legal support including GDPR and SAR requests
- Secure increased funding streams

## **General Duties**

### **Leadership & Strategy**

- Attend Leadership Team and appropriate Trustees meetings.
- Play an active role in the strategic decision making within the school's Senior Leadership Team and in the day to running of the school site.
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.
- Advise the Head Teacher and school leaders on specific role related responsibilities.
- Plan and manage change in accordance with the school development/strategic plan.
- Lead and manage school support staff as relevant to their roles and responsibilities.
- Liaise and support members of staff in conducting their roles within the school. Including, external contract staff ie. ICT & Catering.
- Operate as Chief Financial Officer for The Hillview Academy Trust and undertake all tasks as required in this role.



### Financial Resource Management

- Evaluate information and consult with the Senior Team and Trustees to prepare a realistic and balanced budget for school activity.
- Submit the proposed budget to the Head Teacher and Trustees for approval and assist the overall financial planning process.
- Discuss, negotiate and agree the final budget.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Identify and inform the Head Teacher and Trustees of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Manage budgets and provide ongoing budgetary information to the relevant stakeholders.
- Advise the Head Teacher and Trustees if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Identify additional finance required to fund the school's proposed activities and proactively seek and complete grants/bids/sponsorship exercises to increase school revenue and sustain exceptional provision.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities.
- 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.
- Present timely and fully costed proposals, recommendations or bids.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times, appropriate agreed costs and repayment schedules.
- Monitor the effectiveness and implementation of agreements.
- Lead and manage the finance assistant, ensuring a quality and accurate service.
- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
- Manage the Trust's bank accounts efficiently to obtain maximum financial benefits.
- Collect any outstanding fees or charges within an agreed timescale.
- Identify additional funding streams and manage the application to support the long term positive financial health of the trust.
- Oversee any salary sacrifice schemes
- Attend Trustee meetings as required.

### Information Systems & ICT Management

- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Line manage the external ICT providers, secure a quality provision and manage any tendering exercises at contract renewal.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- Establish systems to monitor and report on the performance of technology within the school.
- 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.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
- Act as the Responsible Officer for any GDPR requirements and requests. Ensuring the school is compliant with all statutory requirements.

### Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site including line managing the site team and proactive management of the school's physical resources including furniture.
- Ensure the continuing availability and best value of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure ancillary services e.g. catering etc. are monitored and managed effectively.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.
- Make arrangements for insurance cover as required
- Manage any site Improvement Funding processes.

### Audit Services

- Advise Trustees and the SLT on external and internal audit arrangements as required by financial regulations and memoranda.
- Liaise with auditors and plan audit arrangements.
- Ensure the Trust's accounts are correctly maintained, and the accounts and supporting documentation are prepared for examination by auditors.
- Implement audit requirements as it affects all financial activities of the Trust.
- Implement as directed by Trustees, the internal scrutiny programme in line with the requirements of the Academy Trust Handbook.

### Health & Safety

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- 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.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments are completed and readily available if required.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Trustees and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the school.
- 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.

### Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from Keeping Children Safe in Education 2021.

Essential	Desirable
<b>Experience</b> (this does not have to be from a school environment)	
<ul style="list-style-type: none"> <li>• Experience in at least two relevant areas of the job description</li> <li>• Appropriate experience with an emphasis on Financial Management</li> <li>• Diligent and flexible with the ability to drive change to make processes more robust and/or efficient</li> <li>• Previous experience of line management</li> <li>• Experience of securing high levels of performance</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of running operations across an organisation</li> </ul>
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• SBM qualifications and/or Accountancy/Finance qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• First degree or equivalent</li> <li>• Relevant and recent professional development that prepares the applicant for this post</li> </ul>
<b>Leadership and Management</b>	
<ul style="list-style-type: none"> <li>• The ability to offer analytical precision, think creatively, anticipate and solve problems, adapt to changing circumstances and to make decisions based on sound judgement.</li> <li>• The ability to work strategically, with an eye on the 'bigger picture' and competing priorities within the organisation.</li> <li>• The ability to value diversity and the unique contribution every individual makes within the learning community.</li> <li>• The ability to motivate and inspire all members of the school community, particularly within the teams where there is direct line management.</li> <li>• The ability to work alongside a highly experienced and skilled leadership team, both contributing and challenging effectively.</li> <li>• The ability to nurture and develop colleagues.</li> </ul>	

Professional Competency Indicators	
<ul style="list-style-type: none"> <li>• The ability to show personal enthusiasm for, and commitment to the provision of the best financial and personnel management, so as to maximise the school's effectiveness.</li> <li>• Knowledge and understanding of Financial Management of Schools, Safeguarding Children, Health and Safety procedures and legislation.</li> <li>• Self-motivation with a high level of organisational skills and the ability to prioritise workloads effectively for staff as well as one's self.</li> <li>• Highly competent in the use of IT (Microsoft Office, Google applications) and Financial software tools.</li> <li>• The ability to demonstrate flexibility, teamwork and a commitment to the school.</li> </ul>	Can be developed in post
People and Relationships	
<ul style="list-style-type: none"> <li>• The ability to lead, support and develop staff.</li> <li>• Maintain positivity and a sense of humour</li> <li>• The ability to secure the confidence of the Trustee body, staff and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• The fostering of links with external agencies and the wider community.</li> </ul>
Communication	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• The ability to communicate professionally with all stakeholders, including confidence and clarity in presenting publicly to different audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• A consultative management style</li> </ul>





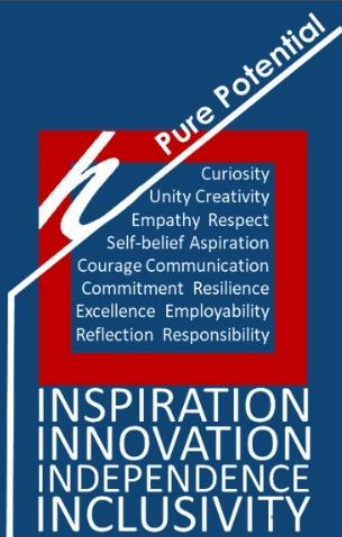
# THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

[dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Wednesday 21 February 2024

Interview date: w/b 26 February 2024





# CONTACT US

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