

Welcome to Woodlands, a wonderful place to be.

Application pack for the post of School Business Manager

Application closing date
9am Monday 1st March 2021



ALLESTREE
WOODLANDS
SCHOOL

Courage | Optimism | Regard | Endeavour

**"Woodlands has
a friendly, safe
and welcoming
feel about it.
The school is
ambitious and
wants the best
for its students."**

Ofsted

February 2021

RE: Appointment of School Business Manager

Dear Prospective Applicant

Thank you for your interest in the position of School Business Manager at Allestree Woodlands School. Please find attached a detailed person specification and job description. We warmly welcome visits from prospective applicants and will arrange these to ensure Covid-19 restrictions are adhered to whilst allowing you to find out more about us. If you would like to visit please contact Kate Challands to arrange a suitable time.

The successful candidate will join us at a very exciting time. Now in my second year as Headteacher, we have embarked on a highly developmental phase as we strive to raise standards further and ensure that we provide an excellent curriculum and learning experience for all of our students.

We are an oversubscribed school with an increasing PAN, a very broad curriculum offer at all key stages and a thriving 6th form. We value sports, creative and performing arts and technologies alongside an academic core; our key objective is to ensure that all students can benefit from a knowledge-rich learning experience that develops qualities of courage, optimism, regard and endeavour. We are fortunate to have excellent facilities at our disposal and make good use of these for curriculum and enrichment.

The school is financially stable and has been for several years. The School Business Manager works closely with myself and the governing board to ensure effective operational oversight alongside strategic planning.

If you think that we sound like a school you want to be part of, please apply using the application form, attaching a letter of up to 1200 words size 12, Arial font, in which you outline:

- a) How your experience to date has prepared you for this role.
- b) What you would bring to the team.

We look forward to receiving your application; by email to k.challands@woodlands.derby.sch.uk by 9:00am Monday 1st March 2020.

Yours sincerely

Gemma Penny
Headteacher

Our Vision: Aspire & Achieve

Enabling aspiration and achievement for all students through delivery of a knowledge-rich curriculum underpinned by our **CORE** values.

CORE Values:

- Courage** – to be brave in the face of challenge
- Optimism** – to look for solutions and see positives
- Regard** – to care for and be kind to others and yourself
- Endeavour** – to work hard and persevere to achieve one's full potential



Our School

We are an inclusive secondary school in north Derby for over 1300 students aged 11-18 with

- a broad and balanced curriculum in years 7-11.
- a wide educational offer in years 12-13.
- a great range of extra-curricular opportunities in sports, technology and the creating and performing arts.
- excellent facilities and outdoor space.
- provision for those with additional needs including an enhanced resource facility for the hearing impaired.

What does this look like?

- People who are inspired, dream big and are self-motivated to strive to achieve their best
- Across all subjects, students including those who are disadvantaged and those with Special Educational Needs & Disabilities progress in line with national averages or better.
- A regularly reviewed, inspiring curriculum that is relevant to our students and society, encouraging them to expand their horizons.
- Wide enriching experiences within and beyond the classroom, leading to personal growth.
- A thriving sixth form integrated into the school community.
- Students well equipped for their next steps after Allestree Woodlands School.
- A professional learning community where staff are supported to develop continuously their expertise and skill.
- A climate that encourages personal wellbeing and good mental & physical health, encouraging positive relationships with support structures including peer mentoring.

- A refusal to accept discrimination; promotion of cultural diversity, British values and the acceptance of difference.
- A school community including (but not limited to) students, staff, parents, carers and alumni that celebrates success for all, where all voices are heard, fostering a sense of pride and belonging.
- Aspiring to lead by example in our care for the environment and move towards being a carbon neutral school.
- Broad engagement, partnership and collaboration within the school and across the community including with other schools, employers, parents and carers.
- The school of choice for the families in our catchment and wider community.

Enablers

- Safeguarding – we are committed to safeguarding, promoting the welfare of our students and expect all our staff, governors and volunteers to share this commitment.
- Staff – we aim to have the best possible teaching staff, support staff, leaders, governors and volunteers to enable our students to achieve their full potential.
- Relationships – a clear understanding of expectations, consistent implementation supported and maintained by all.
- Wider community – engaged and supportive parents and carers with effective two-way communication.
- Facilities & Financial responsibility – buildings, IT, website and subject specific facilities that enable the curriculum and wider development of our students within a balanced and controlled budget.

Adopted by the Governing Board July 2020.

Location and Facilities

A beautiful and functional space for everyone joining Woodlands.

We have wonderful, modern facilities including science laboratories, specialist classrooms, music rooms, drama studio, technology rooms and an Atrium with Café.

All the classrooms are spacious with good natural light and equipped to a very high standard across all our curriculum areas. We are constantly upgrading our ICT provision and further enhance our teaching and learning with a well-stocked library, staffed by dedicated library staff within the Learning Resource Centre.

Our school is named Woodlands for a reason – we are surrounded by trees and green spaces and are fortunate to have extensive outdoor spaces for students to play and relax.

A high quality learning environment is very important to us, and we strive to maintain our grounds, buildings and facilities to high standards.

In addition we have a modern sports hall, fitness suite, swimming pool, two floodlit all-weather pitches, extensive sports fields and state-of-the-art theatre facilities – all of which we also use to support our partner primary schools and the surrounding community.



Person Specification

School Business Manager (SBM)

	Essential	Desirable
Education and Qualifications		
● Relevant professional qualification : CSMB/DSBM, AAT, ACCA, CMA, MCIPS, CIPD or similar	<input checked="" type="checkbox"/>	
● Educated to degree level in a business related discipline		<input checked="" type="checkbox"/>
● Educated to A level and can demonstrate evidence of further study or education	<input checked="" type="checkbox"/>	
● HR qualifications or training		<input checked="" type="checkbox"/>
● Certificate in School Business Management or working towards Diploma in School Business Managerment	<input checked="" type="checkbox"/>	
● Valid UK driving licence	<input checked="" type="checkbox"/>	
Experience		
● Experience in a management role covering various business disciplines and team related goals	<input checked="" type="checkbox"/>	
● Evidence of successful management of projects and priority works programmes	<input checked="" type="checkbox"/>	
● Able to provide evidence of managing people and teams successfully and building successful working relationships	<input checked="" type="checkbox"/>	
● Proven experience in the ability to tender and procure projects and services and deliver successful contracts through the appropriate procurement method.	<input checked="" type="checkbox"/>	
● Experience of managing contracts to ensure best value and maximum efficiency that serves the needs of the school or organisation	<input checked="" type="checkbox"/>	
● Experience of working in the education sector and in school facility management		<input checked="" type="checkbox"/>
● Experience in producing reports and advising supervisor/Headteacher and governors on findings of projects and reviews.	<input checked="" type="checkbox"/>	
Knowledge and Skills		
● Good knowledge of Health and Safety policies and practices	<input checked="" type="checkbox"/>	
● In depth understanding of relevant legislation	<input checked="" type="checkbox"/>	
● A sound understanding of the legal and contractual aspects of human resource management including performance management		<input checked="" type="checkbox"/>
● Knowledge and understanding of EFA accounts direction and finance procedures	<input checked="" type="checkbox"/>	
● Knowledge and understanding of the concept of best value procurement	<input checked="" type="checkbox"/>	
● Excellent written and verbal communication skills with the ability to communicate contractual and financial information to both technical and non-technical audiences	<input checked="" type="checkbox"/>	
● High level organisational skills, with the ability to respond appropriately to conflicting user demands and expectations	<input checked="" type="checkbox"/>	
● Competent in the use of Microsoft Office suite, and able to learn new software systems	<input checked="" type="checkbox"/>	
● Able to understand and analyse data to identify options and propose an appropriate course of action	<input checked="" type="checkbox"/>	

	Essential	Desirable
Skills and Attributes		
● Able to operate with the highest standards of personal/professional conduct and integrity	<input checked="" type="checkbox"/>	
● Collaborative and able to engage and influence others	<input checked="" type="checkbox"/>	
● Eligible to live and work in the UK	<input checked="" type="checkbox"/>	
● Sound judgement & decision maker – resilient & confident using own initiative	<input checked="" type="checkbox"/>	
● Have a calm but purposeful manner that inspires productivity and resourcefulness in others	<input checked="" type="checkbox"/>	
● Willing to work flexibly in accordance with policies and procedure to meet the operational needs and core values of the school	<input checked="" type="checkbox"/>	
● Ability to manage a complex set of priorities and juggle tasks accordingly	<input checked="" type="checkbox"/>	
● Ability to build successful working relationships with a wide range of internal & external stakeholders	<input checked="" type="checkbox"/>	
Skills and Abilities		
● Analytical skills in relation to complex data and information	<input checked="" type="checkbox"/>	
● Problem solving approach	<input checked="" type="checkbox"/>	
● A commitment to safeguarding and promoting welfare of children and young people	<input checked="" type="checkbox"/>	
● Effective ICT and numeracy skills	<input checked="" type="checkbox"/>	
● Ability to plan, prioritise and organise own work schedule	<input checked="" type="checkbox"/>	
● Ability to follow and interpret instructions and guidance	<input checked="" type="checkbox"/>	
● Ability to undertake strategic planning	<input checked="" type="checkbox"/>	
● Ability to communicate with adults and students	<input checked="" type="checkbox"/>	
● Ability to lead and manage a team	<input checked="" type="checkbox"/>	
● Ability to share knowledge and experience with colleagues and support their development	<input checked="" type="checkbox"/>	
● Ability to present information clearly and contribute effectively at meetings	<input checked="" type="checkbox"/>	
● Ability to lead meetings	<input checked="" type="checkbox"/>	
School Culture		
● Supportive of school improvement	<input checked="" type="checkbox"/>	
● Willing and able to demonstrate courage, optimism, regard and endeavour in ways of working and approach	<input checked="" type="checkbox"/>	
● Strongly motivated to tackle disadvantage and provide the best for students	<input checked="" type="checkbox"/>	
● Team player who is reflective and open to feedback and supportive of challenge	<input checked="" type="checkbox"/>	

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Courage | Optimism | Regard | Endeavour

'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

ALLESTREE WOODLANDS SCHOOL

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