

achieving  
**Success**  
for all



Candidate Information Pack  
**Business Manager**



## WELCOME

Thank you for your interest in the Business Manager post currently being advertised at our school. I thought it would be useful if I gave you a personal perspective of the school to help you to decide whether or not Churchdown is a place where you may be happy, thrive and make a valuable contribution to the students in our community.

The school is going through an exciting stage in its development and we are seeking to appoint a dynamic, inspirational Business Manager to join our Leadership Team. The last five years has seen Churchdown go through a great many changes with significant improvements. We have seen significant improvements in our GCSE and A level results and we are one of the most highest performing schools in the country. Our aim as a school is quite simple: We want to be the 'very best school in England'. This means that at the end of their time at Churchdown School, the students could not have had a better educational experience at any other school. We strive to ensure every student achieves success in their time here at Churchdown. We want our students to develop into well rounded individuals, ready to be successful in the next stage of their ambitious lives. Realising this aim is entirely dependent on all staff doing the best job they are capable of and it's the responsibility of the Leadership Team to ensure staff are fully supported in doing an outstanding job.

Our Support Staff are well valued, well established and experienced throughout the school and provide a brilliant support service in all non-teaching matters. In recent years, we have also improved considerably the fabric and structure of our buildings which has given both staff and students a wonderful environment in which to work. This allows our teaching staff to concentrate on Teaching and Learning which, in turn, enables our students to learn and achieve.

It is also our intention to develop all our staff members with a fully inclusive and progressive career pathway. Staff at Churchdown strive to build on the positive relationships that exist in school and the happy environment in which we work. We recognise that relationships are important and everyone works incredibly hard at this, whilst continuing to have the highest expectations in terms of work and engagement. Our journey to becoming 'truly great' is only possible if every member of staff 'does their bit'. We keep close to the principle that if you put the right people in the right role then collectively we will always achieve great things. Therefore, every member of staff at Churchdown is incredibly proud of the role they play. Here accountability is seen as an opportunity to be recognised for doing brilliantly for the students, every lesson, every day.

Improvement is a relentless focus here as we strive to be the best school in the country. If you are up for the challenge of playing a significant role in helping us achieve this, have a core belief that all students, no matter what their background or ability can achieve, have a passion and drive for outstanding education, you are definitely the right person for us.

Please feel free to telephone my PA, Jacqui Tilley, anytime on 01452 713340 if you would like any more information or if you would like to have a tour of the school, 'Every day is Open Day'. I hope you do apply because it really is a great opportunity and a fantastic place to work. I look forward to hearing from you.

David Potter  
Headteacher

## **Our Mission**

Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.

At Churchdown School the education we provide is guided by values of integrity, resilience, respect, ambition and friendship. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.

## **Working at Churchdown**

As School Business Manager you will be a member of the Leadership Team and as such you will contribute to the strategic planning, monitoring, evaluation and development of the Academy. Working closely with the Headteacher you will be responsible for the financial and business management of the academy as well as overseeing the effective running of the Support Staff.

The School Business Manager is 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.

## **Our Commitment to Your Career**

Opportunities for staff development are broad and varied.

Ultimately we recognise that great schools 'look after' their staff and it is without a doubt a key priority to ensure that we challenge and support staff in a nurturing environment to be the best they can be.

## **JOB DESCRIPTION**

<b>Post:</b>	School Business Manager
<b>Grade/Salary:</b>	Leadership Scale Point 11-16
<b>Hours:</b>	37.0 hpw Full-Time
<b>Contract Type:</b>	Permanent

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### **RESPONSIBLE TO**

- The Headteacher, Governors

### **RESPONSIBLE FOR**

- Strategic Planning, Finance, Human Resources, Site, ICT, Capital Projects, Risk Management, Catering, Cleaning, Whole School Administration

### **MAIN PURPOSE OF JOB**

- Be an active member of the Senior Leadership Team (SLT) and contribute to the strategic development of the school
- Be responsible for the financial and business management of the school
- Be responsible for leading and overall strategic direction of all support services of the school including finance, HR, admin, ICT, site, risk management, catering and cleaning
- Be responsible for delivering value for money, financial planning, budgetary control and financial advice to governors, SLT and budget holders
- Oversee the management of the site facilities and implementation of capital building improvements to provide an enabling teaching environment which will maximise staff performance and contribute to pupils' learning and well-being
- Direct fundraising strategies
- Support and develop the school's ethos and culture
- Ensure the performance management process is completed each cycle to ensure that staff are aware of their key objectives and receive training and support to maximise effectiveness
- Act as Company Secretary and attend governors' meetings

### **RESPONSIBILITIES**

#### **Strategic planning**

- In collaboration with the Headteacher, contribute to the short and long-term plans for the school and the school development plan, providing high quality and timely management information to enable informed decisions to be made by the SLT and governors – especially in relation to financial management, personnel management and site development
- Establish the strategic direction in relation to the business support functions of the School to underpin the achievement of the long-term plans for the school, ensuring the facilities will meet its needs
- Be responsible for drafting three-year finance business plans to achieve the strategic plans of the school
- Seek funding solutions to support school developments for the future in order to support the school development plan
- Provide recommendations, advice and guidance to the Headteacher and governors in relation to areas of responsibility
- Take decisions regarding the organisation of own work and that of staff reporting to you

## **Finance**

- Recommending to SLT and governors affordable and beneficial capital improvement priorities
- Securing and allocating appropriate financing sources especially in any capital bids to the DfE
- Procuring and liaising with contractors to implement approved projects and ensuring all health and safety requirements are met during construction phase
- Ensure effective control and management of all school finances and associated operations
- To monitor the financial position of the school on a monthly basis and report to the Headteacher, recommending revisions as necessary throughout the year
- To monitor all accounting procedures, for managing cash and ensure that efficient and safe routines are maintained concerning collection and security.
- Management of the finance team
- Prepare and monitor the school's budget, produce budgetary forecast reports and appropriate advice and guidance for the Headteacher and governors on any budgetary issues, remedial options and recommendations
- Ensure that the financial year end procedures are followed and the accounts are prepared and presented to the auditors to prescribed timetables
- Ensure the requirements of financial regulations and the school's finance policy are adhered to in the administration and management and security of all financial systems (payroll, debtors, creditors, BACS, credit/debit cards, cheques and controlled stationery, petty cash, school fund, bank reconciliation)
- Ensure all financial returns are prepared, completed and returned to the DfE and other recognised bodies to comply with statutory and DfE requirements
- Ensure the financial systems are held securely and that back-ups of computerised records are done daily and termly
- Review financial regulations and policies annually and update as needed
- Provide advice on financial regulations and good accounting practice, including tax and personal liability issues
- Put systems in place to deal with all service contracts and ensure that value for money is achieved for the school when dealing with the supply of all goods and services
- Oversee that general enquiries from staff on financial issues are dealt with
- Ensure the school has appropriate financial systems, managing all aspects of academy finances and be responsible for the effective management of these systems and relevant administration, ensuring compliance with finance regulations
- Liaise with insurance companies regarding insurance cover, claims, dealing with all correspondence and communications
- Maximise income through lettings and other activities

## **Health and Safety**

- Keep up to date own knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations
- Formulate, monitor and implement the school's health and safety policy to comply with the requirements of Health and Safety at Work Act and other legislation. Ensure it is kept up to date, clearly communicated and available to all staff

### **In conjunction with the Site Manager:**

- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written health and safety policy statement is clearly communicated and available to all staff
- Ensure the health and 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 staff on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Trustees, Governors and where appropriate the Health and Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school

## **Human Resources**

- Management of Human Resources
- Ensure that all recruitments, appraisals, staff development, grievances, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development of all support staff
- Seek and make use of specialist expertise in relation to HR issues
- Implement policies and procedures at school (e.g. remunerations, holiday/sick days, recruitment screening, backgrounds checks, etc)
- Ensure that all staff are paid correctly by preparing monthly salaries via Sage Payroll or oversee payments of salaries via an external payroll bureau
- Manage payroll for all school staff including the management of pension schemes and associated services
- Be responsible for the direct management and supervision of a multi-disciplinary team, including the allocation and co-ordination of their work, performance management and professional development
- Ensure that staff are employed on appropriate terms and conditions in line with School policy and that all employees have a contract, up-to-date job descriptions and person specifications
- Oversee the appointments procedure, pre-employment checks, updates to the Staff Database and the Single Central Record, when recruiting new staff to ensure compliance with safer recruitment priorities and best practice
- Ensure current pay scales are available and that accurate salary calculations, evaluations relevant to a post and other administration associated with the appointment of staff is done
- Liaise, as necessary, with HR consultants and the school solicitor regarding policies and any personnel matters
- Oversee the induction of support staff and the CPD of all support staff
- Ensure that any staff enquiries regarding payment, payroll, pensions etc. are dealt with
- Participate in staff recruitment, selection, induction and performance management for all support staff
- Line management and deployment of site, IT, catering and finance staff

## **Site Maintenance**

- Be the strategic and operational lead for premises and facilities management at the school
- Ensure compliance with all relevant legislation
- Line management of the Site Manager to ensure the Site Maintenance team are working within the set budget, identifying potential shortfalls and the re-allocation of monies in emergency situations
- Develop a site plan with the Site Manager and SLT regarding work needing to be completed to ensure the premises and facilities continue to be fit for purpose, safe and secure and enhance the learning experience and well-being of all pupils and staff; monitor and update regularly
- Provide advice and guidance to the Site Manager in relation to site maintenance contracts; ensure that services required are accurately specified, competitively let and monitored in line with legislation and best practice
- Ensure that the school is fully compliant in all health and safety matters
- In conjunction with the Site Manager, ensure adequate central records of and maintenance schedules as required for buildings, materials, hazardous substances, water, appliances, services etc. as a safeguard of the school
- Be responsible for making decisions regarding the school premises in line with budget provision and operational requirements and evaluating tenders ensuring best value
- Ensure the safe maintenance and security operation of all school premises
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure ancillary services e.g. catering, cleaning, are monitored and managed effectively
- In conjunction with Business Manager's PA and Site Manager, manage the letting of school premises to external organisations, for the development of the extended services and local community requirements

## **Line Management of Support Services**

- Line management of the IT Manager to ensure staff and students are effectively supported through robust and reliable curriculum and non-curriculum IT systems
- Working with the IT Manager to establish and implement strategies for improving the school's IT infrastructure
- Ensure legal compliance in matters such as licences, data protection, freedom of information and copyrights
- In conjunction with the IT Manager ensure adequate CCTV coverage of the school to ensure proper safeguarding of our students, staff and visitors
- Ensure all licenses and insurance policies are kept up to date and provide value for money
- Line management of the Catering Manager to ensure the catering provision is of high quality and offers value for money to students and staff
- Leading the implementation of improvements to dining facilities to meet current and future demands
- Line management of the Site Manager who in turn line manages the Cleaning Supervisor to ensure all school buildings are cleaned daily to provide a clean environment conducive to effective learning and working for students and staff
- Oversee the smooth day-to-day running of the school reception
- Establish effective and efficient office systems in order to deliver a high quality service

## **GENERAL RESPONSIBILITIES**

- Ensure that the school's risk register is maintained and reviewed and that mitigating actions are implemented in a timely manner to reduce business risks to the school to a level deemed acceptable by governors
- To maintain confidentiality at all times; some information will be of a sensitive nature, some will be covered by the Data Protection Act
- To perform duties to agreed timetables and deadlines
- To comply with the School's safeguarding policies
- To comply with health and safety policies, including fire precautions and prevention
- To ensure all reasonable precautions are taken to provide safety of the pupils, both on site and in the community
- To ensure all school policies are prepared, read, understood and followed
- Maintain confidentiality of all information concerning pupils and staff
- To comply with the school's regulations concerning performance of their duties and undertake any such other duties as reasonably required by the Headteacher

## **MAIN CONTACTS**

- The Headteacher, Senior Leadership Team, business support function managers (and their teams), all support staff, Governors, external bodies, agencies and service providers.

## **General Information**

- The job description details the main outcomes required.
- All work performed/duties undertaken must be carried out in accordance with relevant school's policies and procedures, within legislation, and with regard to the needs of the community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

# Person Specification

**JOB TITLE:** School Business Manager

<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>A recognised accounting qualification (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Degree and/or School Business Management Diploma (DSBM) or Certificate (CSBM)</li> <li>Member of a recognised professional accountancy body</li> </ul>
<ul style="list-style-type: none"> <li>At least 5 A* to C GCSEs (including English and Mathematics)</li> </ul>	
<b>Experience / Knowledge</b>	
<ul style="list-style-type: none"> <li>At least five years' experience working within a senior finance role in an educational organization</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of legislation relevant to areas of the business support teams which the post has responsibility for</li> </ul>
<ul style="list-style-type: none"> <li>Experience of financial planning of a school, academy or other organisation</li> </ul>	<ul style="list-style-type: none"> <li>Experience of writing finance related policy documents</li> </ul>
<ul style="list-style-type: none"> <li>Experience of budget setting and budgetary control</li> </ul>	<ul style="list-style-type: none"> <li>Experience of bid writing and developing income generation opportunities</li> </ul>
<ul style="list-style-type: none"> <li>Experience of finance management information systems</li> </ul>	<ul style="list-style-type: none"> <li>A working knowledge of Sage Payroll and FMS</li> </ul>
<ul style="list-style-type: none"> <li>Evidence of successful leadership of teams</li> </ul>	
<ul style="list-style-type: none"> <li>Experience of working with school governors, trustees and/or board of directors</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Keeping Children Safe in Education</li> </ul>
<ul style="list-style-type: none"> <li>An understanding of the practical application of finance legislation relating to academy trusts</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working at a senior level which gives competency in business support functions</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>Excellent literacy, numeracy and ICT skills. Working knowledge of Microsoft Office packages, especially excel, word and power point.</li> </ul>	<ul style="list-style-type: none"> <li>Strong skills in financial analysis and risk management</li> </ul>
<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills with the credibility to interact and build positive working relationships with staff and managers and to influence at all levels</li> </ul>	<ul style="list-style-type: none"> <li>Excellent leadership skills and the ability to inspire and challenge colleagues, peers and teams</li> </ul>
<ul style="list-style-type: none"> <li>Excellent presentation skills and the ability to adapt complex information for the appropriate audience</li> </ul>	
<ul style="list-style-type: none"> <li>Highly effective problem-solving, administrative and organisational skills</li> </ul>	



<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>High standards of professionalism and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work effectively in a team environment and manage the performance of a diverse range of staff</li> </ul>
<ul style="list-style-type: none"> <li>The ability to prioritise effectively whilst working under pressure and to deadlines</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to work strategically and to seek and implement creative solutions for complex problems and to develop and implement action plans to deliver these solutions</li> </ul>	<ul style="list-style-type: none"> <li>Resilience and the ability to work under pressure to meet deadlines, often without guidance from the Headteacher or Governors, to deliver agreed objectives</li> </ul>
<ul style="list-style-type: none"> <li>Pro-active, self-motivated, with a commitment to continuous improvement</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to steer a service/organization through change</li> </ul>	<ul style="list-style-type: none"> <li>A track record in leading successful delivery of large and/or complex projects across a business/organization</li> </ul>
<b>Equal Opportunities</b>	
<ul style="list-style-type: none"> <li>To be sensitive to any matters relating to discrimination and take positive steps to ensure equality of opportunity for all</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Equal Opportunities legislation</li> </ul>
<b>Other Working Conditions</b>	
<ul style="list-style-type: none"> <li>The role is expected to work the hours required to meet the requirements of the posts e.g. attending governors' meetings, community meetings</li> </ul>	
<ul style="list-style-type: none"> <li>The Business Manager will often be the only senior leader in school during the school holiday period and will have responsibility for decisions in the absence of the Headteacher</li> </ul>	

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.

