

Sir John Thursby Community College



Candidate Information Pack

Assistant School Business Manager

Dear Applicant,

Thank you for your interest in the post of Assistant School Business Manager at Sir John Thursby Community College, full details of the position are included in this pack.

Sir John Thursby Community College is a mixed 11-16, multi-cultural, fully inclusive school which values all students, staff and our community partners. We have over 1,100 students on roll and over 150 staff enjoying working together to provide the best for everyone. We are also fortunate to work in a fantastic building that was one of five community high schools within the Building Schools for the Future project in Burnley.

Everything we do is driven by our strategic vision and our ambition to be a truly great school. Three words are central to what we do: Belong, Believe and Achieve. We are committed to ensuring that all our students have bright futures and collectively, as a staff, we commit to our beliefs which are set out in our Strategic Vision (included in this pack).

In our latest Ofsted report in April 2023, the school was graded 'good' in every area and inspectors commented that the pupils *'enjoy attending this thriving and popular school'* and that they *'feel a strong sense of belonging to the school community.'* The report also identified that students *'achieve well'* and that *'almost all pupils successfully move on to apprenticeships, A levels or other forms of education, employment or training'.*

People and relationships are at the heart of what we do. One of our key values is that all members of our school community are known, valued and loved and we work hard to ensure this happens. We were delighted that Ofsted saw this in our relationships with our young people when they commented that *'staff know pupils very well'*. We work hard to create an environment in which staff feel a strong sense of belonging to our school, our students and our families. We are firmly committed to ensuring that all our staff have a positive work/life balance and as a result we give all our teaching staff a minimum of 20% non-contact time and staff have excellent CPD opportunities.

In our 2023 staff survey, 97% of staff were proud to be a member of our school community and 95% said that they enjoyed working at the school. Staff commented that:

- *'Leaders care and lead by example'*
- *'SJT is a great place to work'*
- *'I love being part of the SJT team and appreciate the opportunities that the school provides for its staff and pupils'*
- *'The staff are extremely positive and supportive of each other and value relationships with their students'*
- *'I do believe this is a great place to work, and I feel lucky to have this opportunity'*

We have a highly ambitious curriculum with over 70% of students following the EBacc subjects. Our results are consistently strong with students Attainment 8 and Progress 8 in line with other schools nationally.

We have a positive behaviour system which has '*high expectations of pupil's behaviour*' (Ofsted 2023).

We are proud of our achievements and continue to go from strength to strength. I would encourage you to come and visit SJT to see why we all believe that it is a special place to work and make a difference. Please contact Leanne Barwell, Headteacher's PA (l.barwell@sirjohnthursby.lancs.sch.uk) to arrange an appointment. We look forward to receiving your application and please contact us if you would like any further information.

Yours sincerely,

R Browning

Rob Browning
Headteacher

Assistant School Business Manager
Grade 7 pt 19 – 25 37 hours per week
TTO + 2 wks Actual salary £26503 - £30212
Required from 1st September 2024 or sooner

The Headteacher and Governors are seeking to appoint an effective Assistant School Business Manager with substantial and relevant experience who will manage all aspects of the Administrative functions of the school. This new and innovative role will ensure the highest levels of support are available to the wider school through review and improvement of administrative processes, procedures and systems.

You will be an excellent team leader, capable of leading and motivating teams. You will contribute to the continued development of our dynamic school by understanding, planning and implementing changes in systems as the school navigates the ever-changing requirements of educational management information systems. You will model outstanding administrative skills with the creative ability to improve and maintain clear systems and processes that reduce workloads and contribute to positive outcomes for our students and their families.

Leading a team of experienced, skilled and hardworking support staff, you will make a valued contribution towards us achieving our goals.

We can offer you:

- excellent facilities and a well-resourced college
- friendly and supportive colleagues
- well motivated students
- the freedom of innovation
- excellent opportunities for professional development

Sir John Thursby has a strong ethos of 'Belong, Believe, Achieve' to promote constructive and supportive relationships between all students and staff.

Further details and application forms are available from the college website or by contacting Lynsey Clayton (on behalf of the Headteacher) as follows:

- **Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT Tel: 01282 682313**
- **or email l.clayton@sirjohnthursby.lancs.sch.uk**
- **Website: www.sirjohnthursby.lancs.sch.uk**

Closing date: 9am Tuesday 7th May 2024

Shortlisting: Thursday 9th May 2024

Interviews: w/c 13th May 2024

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks.

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Business Support Officer 5 – Assistant School Business Manager - Admin					
Directorate: CYP			Location:	N/A	
Establishment or team:		Sir John Thursby Community College		Post number:	N/A
Grade:	Grade 7 TTO + 2 wks	Staff responsibility:	Yes	Essential Car user:	N/A

To be responsible for the planning, development, and implementation of financial and administrative services either within a small primary school or nursery or as a support role in a larger school

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

- Oversee and undertake all operations of administrative functions of the school, maintaining a high standard of accuracy and attention to detail
- Manage the school's administrative functions through planning, design, development and monitoring of the most efficient administrative systems and procedures with attention to safeguarding and GDPR legislation
- Identify and create opportunities for the development of new and existing procedures and processes within the school to support the continuous improvement of services, to improve home/school communications and to reduce the administrative workloads of teaching staff
- Assist the School Business Manager and governing body with income generation activities and in promoting and marketing the school, including lettings
- Manage other support staff, undertaking appraisals, recruitment & selection, allocation and checking of work, induction, demonstration of duties and training and development.
- To monitor and advise on administration budgets ensuring appropriate resources are available at best value
- Collaborate with appropriate colleagues taking responsibility for planning and developing design specifications, procurement and implementation of relevant systems and processes.
- To assist in the procurement process, including securing appropriate service contracts, licences and insurance

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

Individuals in this role may also:

- Assist the School Business Manager in strategic Administrative and Operational related planning
- Assist and support the work of the wider admin team including HR, cover, exams and data
- Contribute to the marketing and promotion of the school
- Provide detailed reports and recommendations to the School Business Manager
- Support the Leadership Team with all admin related activities seeking guidance from specialist authorities as required

Prepared By: T Collinge School Business Manager	Date: May 2024
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Sir John Thursby Community College

**Person Specification Form: Assistant School Business Manager Admin
Scale 7**

Personal Attributes Required (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: (e.g. application form, interview, reference, test etc.)
Qualifications Minimum of 5 GCSEs at A-C (or equivalent) inc. maths & English Higher level qualifications; Cert in Business Administration or equivalent, CSBM / DSBM, A level, degree, BTEC	E D	A/R A/R
Experience Working in a school office environment Using school administrative/financial systems including Sims.net Line management / Supervision of Staff Managing procedural and / or organisational change	E E E E	A/R/T/I A/R/T/I A/R/T/I A/R/T/I
Knowledge/skills/abilities Understanding of professional confidentiality with the ability to communicate effectively and sensitively Ability to lead teams and individuals, using excellent interpersonal skills Able to build and maintain effective working relationships with a wide variety of people Ability to interpret relevant policies and guidelines and apply to processes Understanding of the change management processes involved in delivering new systems, procedures and services Ability to problem solve and plan effectively Good organisational skills with the ability to work on own initiative and under pressure	E E E E E E E	A/R/T/I A/R/T/I A/R/I A/R/I A/R/T/I A/R/T/I A/R/T/I

Excellent IT skills in all aspects of Microsoft Office	E	A/R/T
Enthusiastic, resilient and flexible with a sense of humour	E	A/R/I
Others		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	A/I/R
2. Commitment to equality and diversity	E	A/I/R
3. Commitment to health and safety	E	A/I/R
4. Commitment to own professional development	E	A/I/R
5. Commitment to attendance at work	E	A/I/R
6. Commitment to confidentiality and data protection compliance	E	A/I/R

A = Application form

All attributes to be identified/discussed at Interview

I = Interview

R = Reference

T = Test

SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



BELONG BELIEVE ACHIEVE

Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: www.sirjohnthursby.lancs.sch.uk

Completed application forms should be returned by the closing date to Lynsey Clayton l.clayton@sirjohnthursby.lancs.sch.uk

CV's will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



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