**Gladstone Road Primary – School Business Manager**

**Required for December/January 2022**



I am delighted you are interested in joining our teaching team here at Gladstone Primary School. You will be joining a highly ambitious, aspirational group of professionals who are raising standards and significantly improving the life chances of the children of Scarborough and the Yorkshire Coast.

Our motto **‘Learning to Succeed’** is at the heart of everything we do. We live the values necessary for children to contribute positively to the world they will inherit and lead one day. Our children feel valued and accepted as individuals.  Our aim is that they will be able to function in the wider community in which they have respect for themselves, others, and their environment.

We are fortunate to have a school environment that mixes the traditional school feel along with making sure we have a tailored and creative curriculum that allows us to give our children the opportunities that they deserve.

Staff morale is high and we have a commitment to recognise individual potential and to provide support, CPD and training for colleagues joining our school at all levels; you will never feel unsupported or alone in our school.

As a school we are secure and share resources, teaching, curriculum ideas and partnerships with other schools to maximise the benefits to our children, staff and the community.

Our very creative staff have a love of teaching and we are looking for a future member of our team who can develop a sense of awe and wonder in children. The children at Gladstone Road are delightful, happy, confident and energetic. They are passionate about their learning, be it in the traditional classroom or through other areas of the curriculum such as dance, art, PE and music. We are looking for someone who can embrace all aspects of the curriculum as well as literacy and numeracy.



We are really proud of our school and the progress we are making. Please take the time to come and visit is – we’d love to show you around.

**Garry Johnson (Head teacher)**



**Our Staff**

**Helen Halliday is our Deputy Headteacher**

Hello! My name is Mrs Halliday and I am the Deputy Headteacher here at Gladstone Road Primary School.

I have worked here for a number of years now (almost 12 years) and that is because it is an absolute pleasure to work in such a dynamic environment and within such a warm and amazing community.

Every day is different and my role entails an array of different things but what I particularly enjoy is the time I spend with the children when I visit classrooms. Each and every day I visit several if not all classrooms to say hello to the children.

What inspires me most and makes me feel incredibly happy is how the children at Gladstone Road love to learn and love to be at school. They are all so proud of their achievements no matter how great or small.

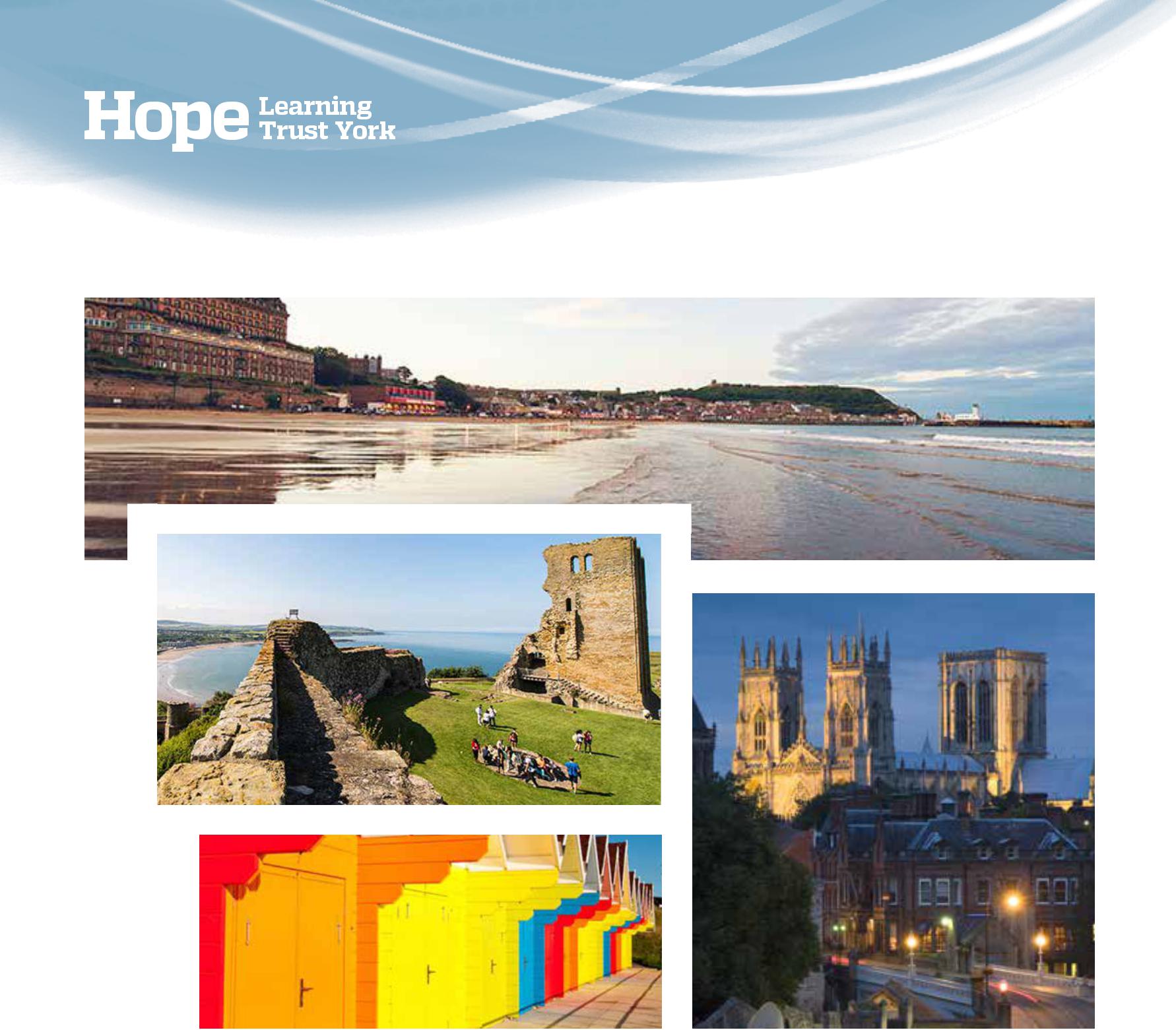
Another highlight for me is when I take the Year 6 children to London for 4 days in the Summer term. Although tiring, it is the most spectacular trip I have ever taken children on and I have worked in several schools. We visit all the sights, go to a theatre show and visit Harry Potter World as well as many

other things! This is definitely one of my favourite things I do as part of my role.

I also enjoy working with a team of staff who are constantly striving to provide the very best education we can for all of our children.







# Job details

**School Business Manager**

All posts at Gladstone Road Primary involve at all times, a view to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance, as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act,

Including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Head teacher as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application!

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| Application Process |  |
| **Please request further details from:**  Garry Morrison at garry.morrison@northyorks.gov.uk  Telephone: 07814935700 | |
| Applications Accepted By: |  |
| Email: Email applications accepted to  garry.morrison@northyorks.gov.uk  **Please Include:**   * Fully completed application form * Letter of application addressed to Garry Johnson, Head teacher, covering no more than two sides of A4. | Mail: Caroline  **Caroline Sarney**  **Business Manager**  **Gladstone Road Primary School**  **Wooler Street**  **Scarborough**  **YO12 7DD** |

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| **Job Description:**   |  | | --- | | **Job Title**: School Business Manager | | **Job Purpose:**   * To provide support to the head-teacher and governors in the strategic and day to day management of the school budget, administration and site (s) * To provide support to the head-teacher in the day to day management of the school office and site * To lead and manage a team of support staff and take a lead role in personnel matters * Manages the contracts for the school eg catering, cleaning, caretaking  |  | | --- | | **Job Context:**  Works within the busy school environment taking a strategic role in managing the administration, procurement, premises, personnel and finances of the school to ensure the smooth running of the school  This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. | |  |  |  | | --- | --- | | **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | Operational Management | * To provide information analysis to support school planning and improvement * To review and assess school priorities for planning, preparing and forecasting school budget * To continually analyse information to ensure cost efficiency * To provide comprehensive management and support to Head-teacher for the effective development and control of the schools financial growth, income generation and contract coordination * Leads on development of administrative and financial systems in their area of responsibility * Responsible for submitting returns on time * Write reports as required for the head-teacher and/or governors * Negotiate, manage and monitor contracts, tenders and agreements ensuring best value at all times | | Communications | * Establish good working relationships and communicate effectively with all staff, pupils, contractors and external partners * Responsible for the effective communication with all support staff, holding regular team meetings with managed staff * To represent support staff at relevant meetings | | Partnership Working | * Partnership working to ensure maximisation of income generation | | Resource management | People Management   * Line manages a small team of support staff, including recruitment, performance management, training and supervising * Responsible for personnel/HR matters for staff within the school * Attend staff meetings and training days * Highlight additional training and supervision needs to build on your skills and knowledge * Development and implement of HR policies * Set clear targets and challenge underperformances where appropriate   Financial Management   * To take delegated responsibility for financial decisions following appropriate discussions with Headteacher * To take responsibility for preparing estimates of income and expenditure, budget monitoring, preparing final accounts and maximising income generation * To be responsible with the Head-teacher of a school budget by forecasting, distributing and monitoring the budget as well as provide financial advice   Premises Management   * To support the Headteacher in responsibility for the school site and buildings, their maintenance, development and efficient use, including lettings for income generation * To take delegated responsibility for premises decisions following appropriate discussions with Head-teacher * To identify aspects of school premises which require improvement and/or refurbishment * Project management of building works | | Safeguarding | * Know about data protection issues in the context of your role * Understand that different confidentiality procedures may apply in different contexts * Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with | | Systems and Information | * Monitors and contributes to the effective management of technologies and systems * Responsible for maintaining accurate records for the school | | Strategic Management | * Assist in income generation activities, by promoting and marketing the school * To investigate new streams for funding and submit bids as appropriate * Assists in identifying risks and involved in contingency planning * To maintain and update 5 year development plan * To ensure that the school is fully prepared to meet and maintain the Financial Management Standards * Contribute to the development of policies for their areas of responsibility * Make the best possible use of resources through effective planning, considering all financial and other resource implications | | Data Protection | * To comply with the School’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality | | Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure * To work with colleagues and others to maintain health, safety and welfare within the working environment * Take a lead role in health & Safety management, ensuring effective risk management * To be the school’s Educational Visits Coordinator | | Equalities | * Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users * Develop own understanding of equality issues | | Flexibility | * North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures | | Customer Service | * The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence Customers will be treated as individuals, with respect for their diversity, culture and values * Understand your role and its limits, and the importance of providing care or support | | Date of Issue: | October 2021 |   **Person Specification – School Business Manager – Grade L**   |  |  | | --- | --- | | **Essential upon appointment** | **Desirable on appointment** | | **Knowledge**   * Detailed knowledge of financial management, including budget management * Knowledge of premises management, contract management and HR procedures * Knowledge of child protection procedures and a commitment to safeguarding pupils * Knowledge of procurement procedures | * Knowledge of employment legislation * Knowledge of Health & Safety legislation * Knowledge of Educational Visits Coordination | | **Experience**   * Experience of managing/supervising staff * In depth financial management experience * Administrative experience * Experience of Premise Management * Experience of data inputting systems * Experience of dealing with and overseeing several budgets at one time * Experience of income generation and fundraising | * Contract Management experience * Experience of submitting bids for funding | | **Occupational Skills**   * Good ICT skills * Ability to manage the school budget on both a strategic and day to day level * Ability to lead and motivate a team * Proven project management skills * Analytical skills * Excellent negotiation skills * Report writing skills * Ability to make decisions * Attention to detail, neatness and accuracy * Good Organisational and time management skills * Ability to work as part of a team * Flexible and committed * Confidentiality |  | | **Qualifications**   * Certificate of School Business Management or equivalent business/administration qualification | * Diploma of School Business Management * Educational Visits Coordinator * IOSH (Institute of Safety & Health) | | **Other Requirements**   * Enhanced DBS clearance * To be committed to the school’s policies and ethos * To be committed to Continual Professional Development * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people |  |   NB – Assessment criteria for recruitment will be notified separately. |