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| **School Business Manager**  **Application Pack** |



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**Letter from the Headteacher**

Dear Colleague,

Thank you for your interest in this position, we are delighted to have the opportunity to appoint a School Business Manager; this is a new role for us and this is a really exciting time to be joining our school, to be a member of the Senior Leadership Team, and helping to shape the future direction of our Trust.

Park Road Sale converted to academy status in in September 2013. We were amongst the first wave of schools to become an academy. We are classed as SAT – Single Academy Trust. We are now looking to develop and grow and this is an opportunity for a dynamic, motivated professional to help us establish our school into becoming the lead school in a Multi Academy Trust – creating and developing the strong foundations upon which we will begin our Multi Academy Trust journey.

You will gain some insight into our school from our web site, although much of what we do online is on our secure VLE site. This is a very high attaining school and whilst we do have a clear focus on numeracy, literacy and ICT we ensure that all our children receive a broad, balanced, creative and inspiring curriculum. Graded Outstanding in 2009, we have sustained standards significantly above national averages in both English and Maths in the years since then and are in the top performers in the country on DfE league tables. The Times has cited us as being 2nd in the top 200 primary schools in the country and The Manchester Evening News ‘Real schools Guide’ as 2nd best primary school in Greater Manchester. The Minister for Education has written to school many times over the past few years congratulating us as being in the top 2% of schools nationally.

We can offer a very supportive staff team who are all prepared to work long and hard together in order to foster and sustain an outstanding learning environment for our children. Ours is a friendly working environment where you will be able to achieve the highest standards. We have a strong track record in professional development and in providing opportunities for staff to develop further.

We are looking for a School Business Manager who can bring the skills and qualities that we need. This is a full time position (flexible hours considered) although over time but we anticipate this role to develop in itself as our Trust develops and we are looking for someone who can grow with the potential of the role.

You will see throughout this information pack that we are clear about our vision and values, and we hope that this pack clearly articulates our ethos, so you can decide whether the trust is right for you.

*Are you excited by the opportunity to help develop this new role and help to grow our Trust?*

*Are you positive and self-motivated? Do you enjoy finding solutions?*

*Do you thrive in a positive environment where teamwork is strong?*

*Do you have the skills we need?*

If the answer if ‘yes’ to the questions above we would love to hear from you. If you would like to find out more, visit the school or wish to discuss the role further, please contact me on either 0161 973 1392 or at [admin@parkroadsale.trafford.sch.uk](mailto:admin@parkroadsale.trafford.sch.uk)

I hope that this pack inspires you to continue with your application and I look forward to hearing from you.

**Claire Walmsley**

**Headteacher**

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***Inspiring all to Achieve***

**At Park Road Sale Primary we work together, caring for,   
supporting and inspiring each other to achieve.**

**We ignite curiosity and inspire a love of learning through memorable experiences and exciting challenges, which prepare our children for an ever changing world; they are empowered to be the best that they can be.**

**Our inclusive community encourages children to enjoy learning, have fun, be happy, be respectful and care for one another in a safe and supportive environment.**

**Children, parents governors and staff all work together to ensure that we are a successful school with motivated learners, where high expectations result in outstanding levels of attainment and achievement.**

**We are all proud to be part of the Park Road family!**

*At Park Road, our four values sit at the heart of our school and inspire and motivate the trustees, governors, senior leaders, staff , parents and children in all that we do. We are passionate about placing children and learning at the heart are absolutely committed providing the best outcomes for the children in our care.*

**Our Values**

**Working Together** - Working together, supporting each other in all that we do

**Passion & Enthusiasm** – We have a love of learning

**Excellence** – we always strive to do our best in everything,  
 having the highest standards and expectations of ourselves.   
Our school motto is ‘Always try your best – only your best is good enough’

**Caring**  – We care for ourselves, each other and our world.



**Significant Dates**

**Closing Date**

Friday 18th June 2021 – 12:00 noon

**Shortlisting**

Tuesday 22nd June 2021

**Interview Dates**

Monday 28th or Tuesday 29th June 2021

**1.**



**School Staff Structure**

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***Inspiring All to Achieve***

**School Business Manager**

**Role:** School Business Manager  
**Salary:** Band 9 SCP 33 to 36 (£36,922 to £39,880)   
**Hours:** Full Time 36.25 hrs per week - working hours negotiable.   
**Contract:** Permanent. Annualised Contract, 25 days holiday (+ Bank Holidays)  
**Start Date:** 1st September 2021

Park Road Sale Primary has an excellent reputation, not only for its high academic standards but also for its caring family ethos and its focus on the all-round development of its pupils. Our pupils are well behaved, motivated and happy learners. Graded Outstanding in 2009, we have sustained standards significantly above national averages in both English and Maths consistently in the years since then.

From the start of September 2021 we are seeking to appoint an exceptional individual who will provide essential support to the Headteacher in the effective leadership and management of the day-to-day non-educational operations of the School, including finance, premises, human resources and all commercial activities in our school; including managing the team of support staff. Reporting to the Headteacher, the School Business Manager will be a critical member and hold a key position in the School's Senior Leadership Team and will play a vital role in the school's strategic planning and growth as a Trust.

This is an exciting time to join our school and offers the successful candidate the opportunity to play a central role in helping shape the vision and direction of the school as we grow and develop. We are looking for a business minded individual with a strong finance background. Someone who is ambitious not only for themselves but also for the school; who has ideas and is able to turn vision into reality and who also has outstanding personal and professional qualities. They will offer first class interpersonal and leadership skills, strategic acumen and crucially, they will support the school aims and objectives and ensure all that they do is to improve the outcomes for pupils entrusted to the care of our school. Consideration will be given to finance professionals from outside the sector who are suitable qualified and can demonstrate a genuine interest in education.

In return we can offer you:

* **Inspirational, dedicated, passionate** staff where teamwork is strong;
* **Fantastic** children who are eager to learn;
* **Commitment** to your professional development;
* **Opportunities** to contribute to the development and growth of our Trust.

If you want to work in a highly ambitious and successful school, and if you share our vision, values and enthusiasm, then we would like to hear from you.

For more information about Park Road Sale Primary, or for further information relating to the role, please download the Candidate Information Pack or visit www.parkroadsale.trafford.sch.uk

Your completed application form and covering letters should be submitted electronically to [admin@parkroadsale.trafford.sch.uk](mailto:admin@parkroadsale.trafford.sch.uk)

**Please note:**an application form must be completed as CV’s will not be accepted.

Park Road Sale Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undertake the appropriate checks including an enhanced DBS check.

**Closing Date**

Friday 18th June 2021 – 12:00 noon

**Shortlisting**

Tuesday 22nd June 2021

**Interview Dates**

Monday 28th or Tuesday 29th June 2021



**School Business Manager**

**Job description**

**Responsible to:** the Headteacher

**Main purpose of the FOM role:**

**To be the School’s Business Manager and Chief Financial Officer for the Trust; the school’s lead professional for non-educational support staff and work as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure the school meets its educational aims.**

**To be responsible for providing professional leadership and management of non-educational support staff in partnership with teaching staff, to enhance their effectiveness in order to maintain outstanding learning and achievement in the school.**

**To be responsible for the development, management and delivery of all non-educational support services within the school including Finance, HR and Premises in the school**

**To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school’s aims.**

**Key Responsibilities**

**Leadership & Strategy**

* As CFO and a member of the Senior Leadership Team, provide strategic vision and leadership, sharing in the decision-making process.
* Contribute to the strategic direction of the Trust and the development and implementation of the Trust Development Plan.
* Provide strategic support to the Trust board and headteacher on all aspects of academy business and financial management.
* Contribute to the development of a three-year strategic business plan ensuring objectives are linked to the long term financial plan and aims of the Trust
* In the absence of the Headteacher, take delegated responsibility for financial and other decisions.
* Lead and manage all members of the non-educational support staff team *(henceforward known as support staff)*
* Review and update school policies in consultation with Headteacher and Trust board and communicate to all concerned.
* Ensure the effectiveness of services to maximise the positive impact on teaching and learning, safeguarding and extended services provision.
* Create and maintain good working relationships among all members of the school community
* Be a role model of professional leadership promoting teamwork and motivating staff to ensure effective relationships
* Attend Trust board meetings and appropriate sub-committee meetings, advising the board as necessary

**Financial Strategy**

* Ensuring that the school operates strong financial governance in line with the requirements of the Academies Financial Handbook. The role will involve liaising with the Department for Education (DfE), the ESFA, external auditors, internal audit, and other external advisers, suppliers and contractors.
* Be the Chief Financial Officer for the Trust.
* Provide strategic financial leadership, direction and robust financial management, ensuring high financial standards and viability and the development of systems appropriate to the school
* Maintain and review the financial and management accounting systems for the school.
* In partnership with the Headteacher, be responsible for budget modelling, provisional budgets and preparing a realistic and balanced final budget for school activity (Budget circa £2,000,000)
* In partnership with the Headteacher, ensure that the financial plan indicates trends and requirements of the SDP and forecasts future 3 year budgets.
* Prepare the monthly management accounts, forecasts and other financial reports, presenting reports to the Board and Headteacher, explaining all significant variances to all relevant stakeholders, in accordance with agreed timetables
* Ensure the delivery of periodic Budget Monitoring Reports, Internal Control Checklists, Audit workbooks and supporting information as required by the school and national offices.
* Propose revisions to the budget if necessary, in response to significant or unforeseen developments
* Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
* Produce financial reports and budgets for the Headteacher & Trust Board, focusing on future years’ projections, local and national benchmarking and best value.

• Ensure that the school is compliant with policies and all the account processing and reconciliations are performed as outlined in the school’s Finance policy & procedures and school meets the requirements of the financial standards pertaining to Academies.

• Work closely with the External Auditors and lead on Audit preparation and assist in the preparation and submission of statutory annual accounts and financial reports/returns to the ESFA.

• Responsible for ensuring compliance with all Tax and VAT requirements

• Understand academy funding and maximise academy income and advise on best practice. Seek out additional sources of income for the school.

• Support and manage administration staff in the day-to-day management of school finance, offering advice and guidance on school finance procedures and regulations and delegating tasks as appropriate.

• Negotiate, manage and monitor contracts, tenders, and service level agreements and annual contracts to ensure that best value for money is achieved.

• Ensure that appropriate insurances exist for cover for all aspects of school life.

• Keep abreast of financial and legal developments across the Educational Sector, notably in relation to the Academies Sector.

• To facilitate the effective operation of the finance committee of the Trust Board, providing financial information, training, and advice

**Human Resources**

• Lead and line manage the school support staff (Admin, Kidsclub, Premises) to deliver the highest possible service, creating a mutually supportive environment to aspire for outstanding in everything they do, for the benefit of the school.

• Induct, train and manage the performance of support staff in line with school policy

• Conduct annual performance management review meetings with support staff

• Management and organisation of cover arrangements for staff absence.

• Provide confidential and professional support for the Headteacher and Leadership team

• Seek and make use of specialist HR support on any related activity and support the Headteacher with HR activities.

• Ensure that all recruitment, appraisal, staff development, grievance, disciplinary procedures and policies comply with legal and regulatory requirements.

• To support the recruitment process of all staff to include advertisement, short listing, interviewing and appointment

• Ensure job descriptions for all staff are appropriate and kept up to date, produce new job descriptions as necessary.

• Preparation of staff contracts and advise staff on employment, contract and pension issues.

• Have oversight of payroll, pay progression of staff and ensure that accurate records are maintained.

• Oversee the school’s wraparound provision (Kidsclub)

• Oversee the work of services provided by a third party e.g. school catering and specialist provision and ensure they deliver outstanding service and represent good value for money

• Have oversight and responsibility for the maintenance of the single central record

**Premises and Health & Safety**

• Assume overall management responsibility for school premises including all building and development projects, tendering processes and other physical assets of the school are maintained and operated to the highest possible standards.

• Maintain management overview of Health and Safety as the school’s senior Health and Safety Officer.

• To have oversight and line manage the premises support staff: including Site Manager and cleaners, delegating as necessary.

• Liaise with the schools Site Manager to ensure compliance with school procedures, statutory responsibilities and health & safety regulations

• Support the Site team in managing the school’s maintenance, cleaning, refurbishment, health & safety, security, grounds maintenance, sustainable development, energy management and site issues in accordance with budgetary provisions

• Oversee the formulation, monitoring, implementation and review of the school’s Health and Safety policy, including Risk Assessment procedures, to comply with Health and Safety legislation

• Seek professional advice on insurance and advise the SLT on appropriate insurances for the school, and implement and manage such schemes accordingly.

• Monitor, assess and review contractual obligations for out sourced school services and service level agreements to ensure efficiency and value for money.

**Compliance**

• In partnership with the Headteacher, manage the school’s compliance with statutory obligations, and follow legal, regulatory and ethical requirements.

• To comply with and assist in the development of policies and procedures relating to child protection, safeguarding and safe working practices, health & safety, security, confidentiality, and data protection; reporting all concerns as appropriate.

• Track all school polices and ensure they are updated in accordance with the school policy review schedule.

• Adhere to all school policies

• To prepare all financial returns for the DfE, ESFA, local authority and other government agencies within statutory deadlines.

• Have overall responsibility for, monitor and update the school Risk Register

• Have oversight for the school Asset Register

* Act as Primary Health & Safety Officer
* Ensure the school website is legally compliant.
* Oversee the school’s record keeping in accordance with the retention schedule and data protection law, ensuring information security and confidentiality at all times.

**Administration**

• Manage the whole school administrative function and lead all support staff.

• Establish, maintain, review and develop effective administrative systems and processes.

• Have overall responsibility for the provision of efficient and smooth-running administrative support services, including reception, reprographics and school facilities. This includes:

* + - the maintenance of all pupil and personnel records;
    - the timely and accurate preparation and production of all school records, returns and publications;
    - ensuring the appropriate IT systems are in place and used effectively;
    - Ensuring that the necessary licences are obtained and updated.
* Have overall responsibility for the development, updating and monitoring of the school’s management information system.
* Manage the operation and development of IT across the school, including management of technical staff
* Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes, and establish systems to monitor and report on the performance of technology within the school.

• Prepare information for publication and present clear and concise information both verbally and in written form to a range of audiences.

• Contribute to the school’s communication and marketing activities, including the school website and the school app, ensuring vibrancy, accuracy and confidentially of all communication and information.

**Additional Responsibilities**

• To contribute to the overall ethos and values, aims and work of the school.

• To participate in training and other learning activities and performance management as required

• To be aware of and actively support difference to ensure equal opportunities for all and safeguard all our children at Park Road

• Undertake such duties and work such hours as agreed with the Headteacher and carry out other duties as may reasonably be required from time to time as directed by the Headteacher.



**School Business Manager**

**Person Specification**

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| Qualifications | Essential | Desirable |
| Educated to degree level or equivalent or equivalent professional accountancy/financial qualification | \* |  |
| Certificate of School Business Management or equivalent |  | \* |

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| Experience |  |  |
| Significant financial experience in either industry/commerce/public sector or education | \* |  |
| Understanding of school / Academy finance |  | \* |
| Trained in the preparation and presentation of financial statements. | \* |  |
| Experience of negotiating contracts |  | \* |
| Experience of working as part of a successful team | \* |  |
| Experience of managing, supervising and developing a financial team to provide value and continuous service improvement | \* |  |
| Experience in a school environment or working with schools. |  | \* |
| Experience of leading and training others | \* |  |
| Understanding of and commitment to equal opportunities ensuring compliance with all relevant legislation | \* |  |
| Strong Literacy and Numeracy Skills enabling the candidate to communicate effectively to different audiences both orally and in writing | \* |  |
| Evidence of effective organisational skills | \* |  |
| Evidence of the ability to construct and implement a successful business and service plan | \* |  |
| Experience of using schools financial management systems, e.g. SIMS Finance |  | \* |
| Knowledge of child safeguarding requirements | \* |  |
| Knowledge of the requirements of financial safeguards, value standards and pupil premium |  | \* |
| Ability to manage, motivate, support and inspire trust in others | \* |  |
| Competent user of ICT | \* |  |
| Ability to formulate, monitor, evaluate and review plans and policies | \* |  |

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| Skills and Abilities |  |  |
| Commitment to the aims and ethos & values of the school | \* |  |
| Commitment to safeguarding, equality and promoting the welfare of children and staff | \* |  |
| Demonstrate energy, enthusiasm and self-motivation | \* |  |
| Flexible, innovative and a willingness to be involved with change | \* |  |
| A positive approach to challenges, which seeks solutions to problems and addresses difficulties | \* |  |
| Able to take a strong lead on standards and have the highest of expectations. | \* |  |
| Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | \* |  |
| Open-minded and receptive to new ideas | \* |  |
| Ability to work well under pressure | \* |  |
| Problem solving skills to address complex issues | \* |  |
| Work effectively as part of a team, builds team spirit | \* |  |
| Communicate effectively orally and in writing to a range of audiences | \* |  |
| A commitment to further training and a willingness to participate in the relevant CPD and lead appropriate training | \* |  |
| Willingness to be engaged in the wider life of the schools | \* |  |
| Should be prepared to work flexibly outside school hours; i.e. Governors Meetings | \* |  |