

# BUSINESS MANAGER CANDIDATE PACK

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# ABOUT US



## **Our Ethos and Values**

Our Vision as a Church of England school is to deliver a caring, stimulating and enjoyable experience for all our pupils, during which pupils are expected to do their best at all times and to live out our Christian values, underpinned by John 10:10- Jesus said, I have come that you should have life, life in all its fullness, by treating others as they would like to be treated.

Pupils should leave our school with strong basic skills including communication, self-management and team-working skills, able to access the next stage of learning, be useful and caring citizens of our country with pride and awareness of our collective values and with special memories of their time at our school.

## **Our Mission Statement is "to learn with care, fun, faith and respect".**

What this means - Our Christian vision, ethos and values are at the core of everything we do in school. All adults chose to work in a Church of England school and to work with one another and our whole wider school community in a Christian way - treating all with respect and care. We understand that all adults are role models for pupils and work hard to establish positive relationships with families from the start of a family's time with us at our welcome evening, to the end of a child's time with us at the Leavers' Service.

The broad Christian ethos, values and vision underpin our teaching and learning, and provide an environment which nurtures our pupils enabling them to leave our school as caring, confident, happy citizens. Children understand that we are all children of God and are guided to support and serve one another e.g. as play leaders or buddies during their time in school and with the adults in school to guide and support them too.

The shared Christian values of honesty, respect and co-operation are key to our ways of working with and supporting our families.

# ABOUT US



## Our vision and values

As a Pathfinder School, we believe that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us. We strive to be an inspirational school, instilling independence, humanity and collaboration in every learner, enabling them to find the greatness within themselves.

## Our actions

We encourage our children to be the best version of themselves through their everyday actions. At Rushton, we have singled out five actions that we believe are central to helping children achieve greatness.



We challenge our children to learn from people who are truly inspirational; people who have overcome great adversity and broken down barriers; people who have saved lives; people who have lead the way.



We encourage our children to think creatively by finding ways to solve problems and to take risks in their learning.



We ask our children to take an active role in respecting the environment so that they can enjoy it in the future.



Throughout the school, we provide experiences and resources that foster curiosity in the pupils so that they can be active, independent learner



We guide our children to make healthy lifestyle choices so that they can be healthy in body and mind, now and in the future.



# CAREER DEVELOPMENT

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

**Apprenticeships**-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

**Early Career Framework**-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

**National Professional Qualifications (NPQ'S)**-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools from November 2021. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.



# WHAT OUR STAFF APPRECIATE MOST

Feel part of a good community with the academy and village

Lovely friendly environment

A great head teacher who listens and ensures you are happy. A close team who support each other with planning and teaching.

Support of other SBM's in MAT

The connected relationships of all staff

Supportive network and behaviour of the children

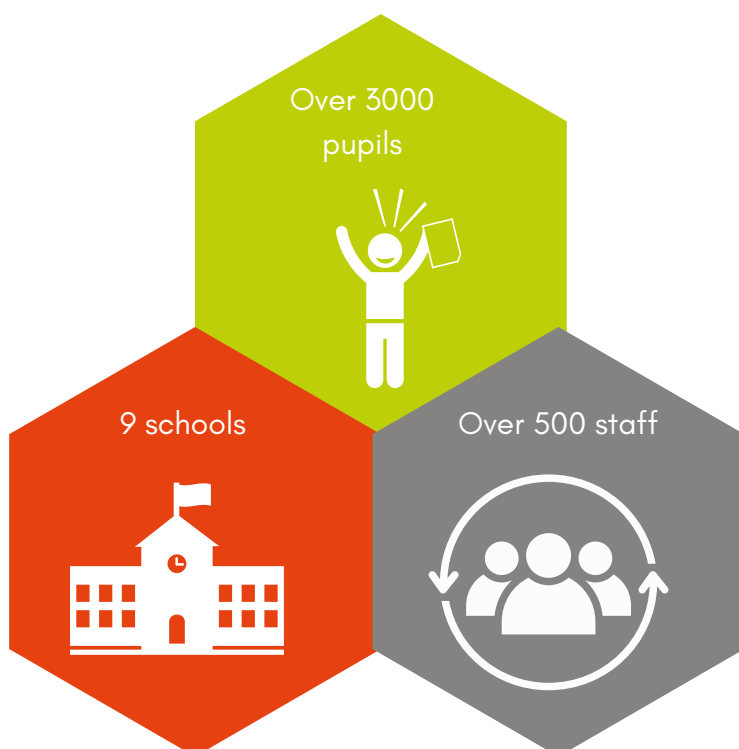
Children we serve are hardworking and fun to teach



Pathfinder Schools is a growing family of Academies, made possible by our talented staff and volunteers. We are fortunate to support pupils from nursery age up to post-16, and are proud of the contribution we make to local families throughout their children's education.

**Our values of COLLABORATION, HUMANITY and INDEPENDENCE drive every decision we make.**

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.



**"As a group of schools, we continue to grow stronger through collaboration and have seen some dramatic improvements as a result of our close working relationships"**

**Ann Davey-CEO-Pathfinder Schools**

## OUR PURPOSE

We exist to deliver the very best educational outcomes for every learner. Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

## OUR VISION

At the heart of every Pathfinder School is the belief that life is about more than success; it's about greatness. The secret to finding this greatness lies in our everyday actions that make life more fulfilling and more rewarding for us and those around us.

## OUR VALUES

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

# BEING A PATHFINDER SCHOOLS BUSINESS LEADER

Commitment to collaboration is at the heart of Pathfinder Schools; colleagues at all levels across the Trust work together to learn from and support each other, we have a number of cross trust groups and committees that meet regularly.

Business Managers at Pathfinder Schools work closely, to provide peer support, share ideas and take part in exceptional CPD which enables them to continually develop and provide the best outcomes for their schools.

With support from an experienced Trust Central Team Pathfinder Schools Business Managers have the support they need to fulfil their roles whilst maintaining a healthy work life balance.

Pathfinder Schools is authentic about its value of collaboration and key decisions which affect our schools are made together with school consultation and feedback at the centre of decision making.

Whilst collaboration is important the Trust also recognises the importance of enabling its schools to be proud of and maintain their own identity, ethos and values.

"I wanted to join Pathfinder Schools as I was attracted to the Trust's values – a belief that anyone can find their own greatness always strikes a chord with me and I know that the Trust really believes in its students and staff."-  
Pathfinder Schools colleague





# Advert

Contract type-Permanent, 37hrs per week, 52 weeks per year.

Working pattern-3 days per week at Wilbarston CE Primary School and 2 days per week at Rushton Primary School.

Salary-Grade I Points 22-26 £27,514-£30,984 per annum

Closing date-19th August 2022

Interviews-w/c-TBC

Start date-1st September 2022

Responsible to: Headteacher at Rushton Primary School and Wilbarston CE Primary School

How to apply

Please complete a Pathfinder Schools support staff application form which can be downloaded from the vacancies page of the website.

<https://pathfinderschools.org.uk/join-us/vacancies>

Completed application forms should be accompanied by a letter of application and should be sent to [recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

We are proud of our schools and welcome visits from prospective candidates. If you have any queries or would like to arrange a visit please email Andrea Green [head@wilbarston.pfschools.org.uk](mailto:head@wilbarston.pfschools.org.uk) or Alison Willis [head@rushton.pfschools.org.uk](mailto:head@rushton.pfschools.org.uk)

Are you looking for an exciting new opportunity? This could be the role for you!

We are looking for a Business Manager to join our team at Wilbarston CE Primary School and Rushton Primary School to support both Senior Leadership Teams. Both schools are part of the Pathfinder Schools Multi Academy Trust.

We have:

- dedicated staff
- driven and determined SLT's
- loyal Governors
- happy and motivated children
- supportive parents
- a chance to work as part of our self-created Multi Academy Trust: Pathfinder Schools

Rushton Primary School (OFSTED Good, February 2021) and Wilbarston CE Primary School (OFSTED Good, March 2019). which are part of the Pathfinder Schools Academy Trust. We are both small village schools with the determination and capacity to make a difference to childrens education and lives.

The Governing Bodies of Rushton Primary School and Wilbarston CE Primary School are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical and enhanced DBS checks. All shortlisted candidates will now be required to complete a staff disqualification declaration as part of our safeguarding checks.

We occasionally close vacancies early in the event that we receive a high volume of applications.

Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safeguarding information for Rushton Primary School and Wilbarston CE Primary School is available through the web addresses below.

<https://www.wilbarston.northants.sch.uk/index.php/safeguarding/safeguarding-and-child-protection>

<https://www.rushtonprimaryschool.co.uk/safeguarding>

# Advert cont.

DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Pathfinder Schools is passionate about its values of collaboration, humanity and independence, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.

# Business Manager

## Job Description

**Responsible to:**  
Headteacher at each school

**Salary-**Grade I Points 22-26

### Overall purpose of the post

The Business Manager is the leading support staff colleague and works as part of the Senior Leadership Team to support the respective Headteacher in all aspects of school operations and operations. This post also acts as Clerk to Governors and supports the Governing Bodies.

### Core focus

- The 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.
- The Business Manager promotes the highest standards of efficiency within the administrative function of the school and strategically ensures the most effective use of resources to support the objectives of Wilbarston CE Primary School, Rushton Primary School and Pathfinder Schools.

### Key duties

#### General Duties Leadership & Strategy

1. Attend Senior Leadership/Management meetings and full Governing Body and appropriate Governors' sub-committee meetings
2. Negotiate and influence strategic decision making alongside the Senior Leadership Team
3. Support the Headteachers in planning and managing change in accordance with the school development plan.
4. To line manage allocated support staff under the direction of the respective Headteachers.

#### Financial Resource Management

1. Evaluate information and consult with the Headteachers, Pathfinder Schools CFO and Governors to prepare a realistic and balanced budget for each school.
2. Submit the proposed budget to the Headteachers and Governors for approval and assist in the overall financial planning process
3. Monitor and control expenditure to achieve value for money.
4. Identify and inform the Headteachers and Governors of the causes of significant variance and take prompt corrective action
5. Propose revisions to the budget if necessary, in response to significant or unforeseen circumstances
6. Provide ongoing budgetary information to relevant people
7. Advise the Headteachers and Governors if fraudulent activities are suspected or uncovered
8. Maintain a strategic financial plan that represents the requirements of the school's development plans
9. Identify additional sources of income to support the schools.
10. Maximise income through lettings and other activities, including additional income revenue and funding sources



12. Present timely and costed proposals
13. Put formal finance agreements in place with suitable providers
14. Monitor the effectiveness and implementation of agreements

## **Administration Management**

1. Manage the whole school administrative function and lead allocated support staff.
2. Maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Establish and use effective methods to review and improve administrative systems.
4. Prepare information for publications and returns for Pathfinder Schools, DFE, LA and other agencies and stakeholders within statutory guidelines.
5. Oversee the co-ordination of the school fruit scheme and milk scheme.
6. To act as Clerk to Governors and provide advice and support to the Chair of Governors.
7. Maintain accurate minutes and records for the Governing Body.

## **Human Resources**

1. Ensure that all staff policies and procedures comply with the approach of Pathfinder School and meet legal and statutory requirements.
2. Support the leadership team in the recruitment, performance management, appraisal and development of staff.
3. Ensure staff have a clear understanding of the policies and procedures and provide support where necessary.
4. Use specialist expertise in relation to HR issues, asking for advice and guidance from the Pathfinder HR Manager.
5. Be responsible for accurately maintaining and updating the Single Central Record to ensure that it is compliant with statutory guidance and is compliant at all times.
6. Be responsible for the maintenance of staff personnel files, ensuring that they are held securely and meet safeguarding and GDPR guidelines.
7. Evaluate the school's strategic objectives and obtain information for workforce planning.

## **Facilities**

1. Manage the premises, use of buildings and associated income to support the delivery of the service.
2. Assist and support the school in marketing.
3. Line Manage the Site Supervisors to ensure that site safety and maintenance is managed effectively.
4. Monitor, access and review contractual obligations for outsourced school services.
5. Ensure a safe environment for all.
6. Ensure ancillary services e.g catering, cleaning etc are monitored and managed effectively.
7. Manage the letting of school premises to external organisations.
8. Advise the Headteachers of appropriate insurances for the schools, implement and manage accordingly.

## **Health & Safety**

1. Ensure that all staff are aware of the H & S policy and follow it accordingly.
2. Ensure that systems are in place to identify hazards and risks and are dealt with accordingly.
3. Monitor that Risk Assessments are in place and followed.
4. Undertake Educational Visits Coordinator role and support staff in planning trips, completing risk assessments and following due process.
5. Monitor health & safety and ensure that appropriate reports are available for reporting to the senior leadership team, Governors, The Trust and if required the health & Safety Executive.
6. Oversee statutory obligations are met for pupils with special educational needs, ensuring that financial supporting agency services are adequate for their diverse needs.

## **General**

- To comply with Pathfinder Schools Policies & Procedures
- To be aware of and support difference and ensure equal opportunities for all.
- To indicate an acceptance of, commitment to and promotion of the underlying principles underlying the Pathfinder Schools Diversity and Inclusion Policy Statement.
- To contribute to the development and implementation of the vision and values of Pathfinder Schools.
- To take responsibility for your own ongoing personal development and growth of expertise.
- To participate in training and other learning activities and appraisal as required.

## **Special factors**




Subject to the duration of the need, the conditions given below may apply:

- The nature of the work may involve on occasion the post holder carrying out work outside of normal working hours.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the academy.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.




Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

# Business Manager Person Specification


Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent in a relevant subject and/or</li> <li>Certificate School Business Management qualification or equivalent</li> <li>Substantial amount of work experience in a relevant organisation (preferably a school) if no qualifications</li> </ul>		
<ul style="list-style-type: none"> <li>Further professional qualifications relevant to the role</li> <li>Recognised management or business degree or specific academy school business management qualification</li> <li>At least Grade C or above in GCSE or equivalent in English and Maths</li> <li>Clerk to Governors training</li> </ul>		
Experience		
<ul style="list-style-type: none"> <li>Experience of Managing budgets, financial reporting, procurement and fixed assets</li> <li>Financial analysis and reporting</li> <li>Managing projects</li> <li>Experience of managing teams</li> <li>Experience of managing contracts and working with business customers</li> <li>Experience of HR and payroll</li> </ul>		
<ul style="list-style-type: none"> <li>Experience of a school finance package e.g. Corero, Edupay, BPS, Orovia</li> <li>Premises Management</li> <li>Performance management for team members</li> <li>Managing at a senior level,</li> <li>attending leadership meetings</li> <li>Experience of managing Health &amp; Safety</li> <li>Experience of managing capital</li> <li>projects and buildings</li> <li>development</li> <li>Experience of working with</li> <li>School Governors and minute taking</li> </ul>		




# Business Manager Person Specification

Knowledge	Essential	Desirable
<ul style="list-style-type: none"> <li>Financial management and accounting processes</li> <li>Awareness of Financial Management Governance</li> <li>Self -Assessment compliance (FMGS)</li> <li>Information management Databases</li> <li>HR policies/codes of practice/legislation</li> <li>Premises Management</li> <li>Payroll systems and processes</li> <li>Resource management and procurement/Importance of best value</li> <li>Appropriate level of data protection, security and confidentiality awareness</li> </ul>		
<ul style="list-style-type: none"> <li>School Development Planning</li> <li>Knowledge of school financial management and accounting</li> <li>principles for Academies</li> <li>Education specific HR practices</li> <li>Knowledge of school Governance</li> <li>Education specific H &amp; S guidance</li> </ul>		
Ability & skills		
<ul style="list-style-type: none"> <li>Able to think strategically</li> <li>Ability to prioritise workload, meet deadlines effectively and use own initiative when needed</li> <li>Able to lead &amp; work as part of a team as well as managing the performance of others</li> <li>Able to demonstrate a positive and professional manner with children, parents, visitors and staff.</li> <li>Able to demonstrate appropriate level of interpersonal and communication skills to be able to develop the support function of the schools.</li> <li>Advanced IT skills</li> <li>Willingness and ability to work in collaboration with Pathfinder Schools colleagues</li> </ul>		

# Business Manager Person Specification

Communication & problem solving		
<ul style="list-style-type: none"> <li>• Sound judgement and decision maker – confident in using own initiative</li> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the school and Trust</li> <li>• Think creatively and imaginatively to anticipate and solve problems and identify opportunities for schools</li> <li>• Communicate, negotiate and secure cooperation of a wide range of people.</li> <li>• Create a climate of open communication where people feel able to express opinion and know their views will be respected.</li> </ul>		
Personal effectiveness	Essential	Desirable
<ul style="list-style-type: none"> <li>• Prioritise and manage time appropriately, able to work under pressure and to deadlines.</li> <li>• Continue to demonstrate effective performance against the job description when under pressure and/or in challenging circumstances.</li> <li>• Be prepared to engage in any CPD opportunities that arise to support the development of the role.</li> <li>• Create a strong, positive personal impact, conveying authority, confidence, approachability, warmth and humour.</li> <li>• Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas.</li> </ul>		
Equal opportunities		
<ul style="list-style-type: none"> <li>• Knowledge of how to promote inclusion and implement equal opportunities for all</li> <li>• An ability to promote equality of opportunity and recognise the potential for developing this in school communities</li> </ul>		

# Business Manager Person Specification

Personal effectiveness	Essential	Desirable
Special factors		
<ul style="list-style-type: none"><li>• Work in accordance with the School and Trust values and Behaviours-Collaboration, Humanity &amp; Independence</li><li>• A commitment to safeguarding and promoting welfare of children and young people</li><li>• Willingness to provide a full Disclosure and Barring Service disclosure</li></ul>		





# Contact us

## **Rushton Primary School**

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## **Wilbarston CE Primary School**

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01536 771252